REPORT RESUMES

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ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION, SUMMER 1968.

OHIO STATE UNIV., COLUMBUS, CENTER FOR VOC. EDUC.

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THIS QUARTERLY PUBLICATION ANNOUNCES THE AVAILABILITY OF INSTRUCTIONAL MATERIALS ACQUIRED AND PROCESSED BY THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION. IT SHOULD BE OF PARTICULAR INTEREST TO TEACHERS, CURRICULUM SPECIALISTS, SUPERVISORS, AND ADMINISTRATORS INVOLVED IN CURRICULUM DEVELOPMENT OR THE USE OF INSTRUCTIONAL MATERIALS IN THE TEACHING-LEARNING SETTING. EACH ABSTRACT, A CONDENSATION OF THE REPORT IN ABOUT 200 WORDS, USUALLY INCLUDES THE MEANS USED TO DEVELOP THE MATERIAL, THE SETTING FOR USE OF THE MATERIAL, AND SOURCE OF AVAILABLE COPIES. ABSTRACTS ARE INCLUDED UNDER THE FOLLOWING SECTIONS--AGRICULTURAL, BUSINESS AND OFFICE, DISTRIBUTIVE, HEALTH OCCUPATIONS, HOME ECONOMICS, INDUSTRIAL ARTS, TECHNICAL, TRADE AND INDUSTRIAL, GENERAL VOCATIONAL AND TECHNICAL EDUCATION, AND OTHER RESOURCES. AN AUTHOR INDEX, DOCUMENT NUMBER INDEX, AND SUBJECT INDEXES ARE PROVIDED. OF THE 196 DOCUMENTS LISTED, 187 ARE AVAILABLE AS A SEPARATE MICROFICHE SET FROM THE ERIC DOCUMENT REPRODUCTION SERVICE (VT 005 760). OTHERS ARE AVAILABLE FROM THE SOURCE IDENTIFIED IN THE ABSTRACT. THIS DOCUMENT IS AVAILABLE FOR $2.75 FROM THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION, THE OHIO STATE UNIVERSITY, 980 KINNEAR ROAD, COLUMBUS, OHIO 43212. (EL)

ED020441

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

SUMMER 1968

ERIC CLEARINGHOUSE
THE CENTER FOR VOCATIONAL
AND TECHNICAL EDUCATION
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO

VT005759

The Center for Vocational and Technical Education has been established as an independent unit on The Ohio State University campus with a grant from the Division of Adult and Vocational Research, U. S. Office of Education. It serves a catalytic role in establishing a consortium to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach, and interinstitutional in its program.

The major objectives of The Center follow:

1. To provide continuing reappraisal of the role and function of vocational and technical education in our democratic society;

2. To stimulate and strengthen state, regional, and national programs of applied research and development directed toward the solution of pressing problems in vocational and technical education;

3. To encourage the development of research to improve vocational and technical education in institutions of higher education and other appropriate settings;

4. To conduct research studies directed toward the development of new knowledge and new applications of existing knowledge in vocational and technical education;

5. To upgrade vocational education leadership (state supervisors, teacher educators, research specialists, and others) through an advanced study and in-service education program;

6. TO PROVIDE A NATIONAL INFORMATION RETRIEVAL, STORAGE, AND DISSEMINATION SYSTEM FOR VOCATIONAL AND TECHNICAL EDUCATION LINKED WITH THE EDUCATIONAL RESOURCES INFORMATION CENTER LOCATED IN THE U. S. OFFICE OF EDUCATION.

Abstracts of
Instructional Materials
in
Vocational and Technical Education

SUMMER 1968

The Center gratefully acknowledges a contribution from The Sears-Roebuck Foundation to publish this quarterly abstract series.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Preparation of the material in this publication was performed by the ERIC Clearinghouse on Vocational and Technical Education pursuant to a grant from the U. S. Office of Education, Department of Health, Education & Welfare.

ERIC Clearinghouse
The Center for Vocational and Technical Education
The Ohio State University
980 Kinnear Road, Columbus, Ohio 43212

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PREFACE

Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and the companion publication Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) announce the availability of documents acquired and processed by the ERIC Clearinghouse on Vocational and Technical Education. AIM includes abstracts of materials typically designed for teacher use or student use in the classroom, and annotations of bibliographies or lists of instructional materials. It will be of particular interest to teachers, curriculum specialists, supervisors and administrators involved in the use of instructional materials in the teaching-learning setting, or in curriculum development. ARM incorporates abstracts of research and other materials which are useful to a wide audience of users such as researchers, supervisors, teacher educators, education specialists, administrators, teachers and others who have an interest in vocational and technical education. These publications prepared by the ERIC Clearinghouse on Vocational and Technical Education are published quarterly beginning with the Fall 1967 issues.

The ERIC Clearinghouse on Vocational and Technical Education is a division of the Center for Research and Leadership Development in Vocational and Technical Education located at The Ohio State University and is one of the clearinghouses of the Educational Resources Information Center (ERIC-USOE). With the growth of vocational education programs, there is an increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices and shortening the theory-practice gap. This Clearinghouse is striving to provide a useful and vital function in dissemination of information on vocational and technical education through these publications.

Since this Clearinghouse is a component of a larger information system, ERIC, it is logical that certain similarities among publications exist. In this regard the format of AIM and ARM is similar to that of Research in Education (RIE)[1], the primary publication of the Educational Resources Information Center (ERIC). RIE includes abstracts from all ERIC Clearinghouses. The abstracts of materials reported in AIM relate specifically to the educational field of vocational and technical education and constitute a segment of ERIC, the national information system for American Education.

In addition to the quarterly publications, Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and Abstracts of Research and Related Materials in Vocational and Technical Education (ARM), other publications will be issued from time to time. These will typically concern themselves with reviewing and synthesizing information in specific areas of vocational and technical education, e.g., Review and Synthesis of Research in Technical Education; Agricultural Education; Home Economics, etc. Other reviews may focus on specific problems.

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[1] Research in Education is published 12 times a year. The first issue was no. 1, November 1966. Subscription: Domestic, $11.00 a year; foreign, $2.75 additional. Single copy: Domestic, $1.00. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

We are indebted to our colleagues within the profession for their cooperation in forwarding materials to the clearinghouse and for their suggestions and comments which have materially assisted in the development of this program. We anticipate further refinement and improved procedures with the continued assistance of our advisory committee.

Robert E. Taylor
Director

INTRODUCTION

Organization of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

Abstracts of Instructional Materials in Vocational and Technical Education relies upon two basic formats -- resumes and indexes -- to serve the browser and those seeking specific information. The resumes are organized according to vocational service groupings in the first section of the document. Under each grouping, the resumes are arranged by Vocational Technical (VT) number which is an identification number assigned to reports as they are processed. Resumes contain an abstract which indicates the contents of a document in two hundred words or less. Additional components of a resume are explained in a diagram on page ix immediately preceding the resume section.

Several indexes are located after the resume section to provide specific approaches to documents reported in the resume section. The indexes, which allow one to quickly find pertinent information, are arranged according to the groupings of:

- personal and institutional authors
- document accession numbers
- conversion of document number (VT to ED or MP, ED or MP to VT)
- subjects

All of the indexes refer to page numbers in this publication to enable the reader to quickly locate any resume of interest.

Availability of AIM

AIM is published quarterly (Fall, Winter, Spring, Summer). The first issue began Fall 1967. It is available by subscription for $9.00 per year. Send order indicating quarter and year that subscription is to begin to:

Publications Clerk
The Center for Vocational and Technical Education
980 Kinnear Road
Columbus, Ohio 43212

Availability of Materials Reported in AIM

One facet of the ERIC system is to make known the availability of the full text of materials cited. Many of the materials processed into the ERIC system with an ERIC Document (ED) number will be available from the ERIC Document Reproduction Service (EDRS) in the form of microfiche or facsimile copy. If an item is also available from a publisher, this is shown at the end of the abstract. Some documents with ED numbers are available only from a publisher or issuing agency which is shown at the end of the abstract.

Some of the documents reported in this publication are identified by a manpower (MP) number in the space normally utilized for the ED number. MP is a special number series established within the ERIC system and may be utilized in the same manner as ED numbers. Any document with the MP number is available from EDRS by using the appropriate MP number.

A policy introduced by Central ERIC has enabled the Vocational-Technical (VT) Clearinghouse to make arrangements to include both the ED designated documents and the local VT Clearinghouse documents cited in Abstracts of Instructional Materials in Vocational and Technical Education (AIM) as a set of microfiche with a single ED number for each issue of AIM. At this time, documents in the local Clearinghouse are available on microfiche as part of this set. They are not available as individual titles from EDRS. These are the documents in this publication which have a VT number only. (Facsimile copies of these items may be ordered from the Clearinghouse at cost.) Organizations which place a standing order for all microfiche which are issued for RIE will benefit from a reduced price schedule and will automatically receive the set for AIM. Organizations desiring only the set for AIM should order by ED number when the availability of the set is published in RIE. A procedure to establish a subscription procedure for these sets is being established.

Availability Key for Materials Reported in AIM

Accession Number:	Availability on Microfiche
ED or MP number	ERIC Document Reproduction Service (EDRS), use appropriate ED or MP number.
ED appears without a number	Unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. ED numbers for items listed in previous issues of AIM (without ED numbers) are listed in the Conversion of Document Number Index in this publication after assignment of numbers has been made by Central ERIC.
VT number only	Available on microfiche in VT-ERIC set from EDRS. Secure ED number for the set from RIE.
Items not available through EDRS will usually have a source of availability at the end of the abstract. When possible, this information is also provided for items available through EDRS. Electrostatic copy of items without a source of availability may be obtained at cost from the ERIC Clearinghouse on Vocational and Technical Education.	

ERIC Document Reproduction Service (EDRS)

The ERIC Document Reproduction Service (EDRS) is operated by The National Cash Register Company. To save time, request order forms from:

EDRS
The National Cash Register Company
4936 Fairmont Avenue
Bethesda, Maryland 20014

The prices for microfiche changed January 1, 1968. The price for Standing Orders (all ERIC Documents) was reduced to 8.4¢ per fiche and was increased to 25¢ per fiche for individual titles.

To compute the cost of individual microfiche announced prior to January 1, 1968 use the following table:

IF PREVIOUSLY PUBLISHED (MF) PRICE WAS	USE THIS NEW PRICE	IF PREVIOUSLY PUBLISHED (MF) PRICE WAS	USE THIS NEW PRICE
$.09	$ .25	$.54	$1.50
.18	.50	.63	1.75
.27	.75	.72	2.00
.36	1.00	.81	2.25
.45	1.25	.90	2.50

Microfiche cost of documents announced in this issue are based on the new price schedule.

Scope of the Clearinghouse

The ERIC Clearinghouse on Vocational and Technical Education is responsible for research reports and other documents related to the general field of vocational and technical education. Included are reports on the specific fields of agricultural education, business and office occupations education, distributive education, health occupations education, home economics education, technical education, trade and industrial education, training in new subprofessional fields, and the related fields of industrial arts education, manpower economics, occupational psychology, and occupational sociology. Specifically included are subject categories such as administration, curriculum development, employment opportunities, evaluation, facilities and equipment, historical studies, individuals with special needs, innovative and experimental programs, instructional materials and devices, learning processes, manpower economics, occupations (jobs), philosophy and objectives, research methods, student personnel services, students (characteristics), teachers, and teacher education and teaching methods when related specifically to vocational and technical education.

Acquisitions

The adequacy of information in this publication, as well as other services of this clearinghouse, is directly related to the extensiveness of the information acquired and processed into the system. This Clearinghouse has assumed the initiative in obtaining as much of the available information as possible. However, it is impossible for any organization to achieve complete and comprehensive coverage of a field as vast as vocational education without the cooperation and assistance of the profession. The growth and ultimate effectiveness of the system require supplemental efforts of its users. Any person in the vocational or technical field is invited to forward to the Clearinghouse two copies of items relating to vocational-technical education for possible inclusion in the system. Questions relating to this endeavor should be directed to the Acquisitions Specialist at the Center.

Abbreviations

AIM	*Abstracts of Instructional Materials in Vocational and Technical Education*
ARM	*Abstracts of Research and Related Materials in Vocational and Technical Education*
ED	ERIC Document
EDRS	ERIC Document Reproduction Service
ERIC	Educational Resources Information Center
HC	Hard copy
MF	Microfiche
RIE	*Research in Education*
VT	Vocational-Technical

SAMPLE RESUME

Accession Number--an identification number sequentially assigned to reports as they are processed.

Author(s)--the individual(s) who prepared the report.

Publication Date--the date the report was published.

EDRS Price--price of the document through the ERIC Document Reproduction Service. "MF" means microfiche; "HC" means hardcopy.

Identifier--acronyms, geographical areas, organizations, tests (e.g. Binet), etc.

Abstract--a condensation of the report in about 200 words. When applicable, it includes the purpose, procedure, results, and conclusions of the research activity.

Abstractor's Initials.

VT 003 124 ED 013 335

The Curriculum for a Model Business Education Program.

Jurist, Rodney G.

New Jersey State Dep of Educ, Trenton. Div of Vocat Educ.

Rutgers State Univ., New Brunswick, N.J. Curriculum Lab.

Pub Date - Jun 67

EDRS PRICE MF-$0.75 HC-NOT AVAILABLE FROM EDRS 168p.

*CURRICULUM, *BUSINESS EDUCATION, HIGH SCHOOLS, QUESTIONNAIRES, DISTRIBUTIVE EDUCATION, PROGRAM PLANNING, CURRICULUM PLANNING, *DEMONSTRATION PROGRAMS, COOPERATIVE EDUCATION, GUIDELINES, SLOW LEARNERS, SMALL SCHOOLS, COLLEGES, INSTRUCTOR COORDINATORS,

New Jersey,

The purpose of this study was to establish a 4-year business and distributive education curriculum to serve as a guide for implementing and improving programs in the State. The material was developed by State business education supervisors and trial tested among business education coordinators and teachers and in seminars. Based on 26 statements of criteria for a curriculum in a model business education program, subject sequences for high schools with and without out-of-school work programs were developed. Work experience programs, exploratory and career programs, and programs for small high schools, the slow learners, and college students are described. Sample questionnaires for use in planning programs, and report forms are included. This document is available for $1.50 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (PS)

If ED is followed by numbers, item cited has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title of Report.

Institutional Source--the organization responsible for the report.

Total number of printed pages in the document, including cover and appendices.

Descriptors--the subject terms assigned by an indexer to characterize the contents of a report. Only the major terms, those preceded by an asterisk, are printed in the index.

Address where the material may be obtained. If no address given, check Availability Key shown below.

Availability Key for Materials Reported in ARM

Accession Number:	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS)
ED appears without a number	Unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. ED numbers for items listed in previous issues of ARM (without ED numbers) are listed in the Conversion of Document Numbers Index in this publication after assignment of numbers has been made by Central ERIC.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS. Secure ED number for the set from RIE.
Items not available through EDRS will usually have a source of availability at the end of the abstract. When possible, this information is also provided for items available through EDRS. Electrostatic copy of items without a source of availability may be obtained at cost from the ERIC Clearinghouse on Vocational and Technical Education.	

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AGRICULTURAL
EDUCATION
SECTION

VT 000 484
Selected Lists of References and Aids in Teaching Landscaping, Floriculture, Ornamental Horticulture, Suburban Gardening.

New York State Coll of Agr, Ithaca. Dept of Rural Educ.
Pub Date - Jan64
MF AVAILABLE IN VT-ERIC SET 32p.

*AGRICULTURAL EDUCATION, FLORICULTURE, LANDSCAPING, REFERENCE MATERIALS, *INSTRUCTIONAL MATERIALS, *ORNAMENTAL HORTICULTURE, *TEST CONSTRUCTION, HIGH SCHOOLS, *BIBLIOGRAPHIES,

Bulletins, circulars, textbooks, films, filmstrips, slides, and commercial materials for use in teaching landscaping, floriculture, ornamental horticulture, or suburban gardening are listed in the first section of the document. Commercial materials and textbooks, United State Department of Agriculture and university publications are included. The source, cost, and other information are given for each item. The second section is a guide for preparing objective-type test questions for examinations in agriculture. It is intended for classroom teacher use and discusses purpose, classification of the question, difficulty level, item construction, the problem, answers, group questions, multiple choice, master list, matching, and general precautions. Examples are included. (RW)

VT 000 573
Farm Business Management, A Sample Procedure for Organizing Course Outlines.

Fuller, Gerald R.
Illinois Univ., Urbana. Div. of Agricultural Education
Pub Date - Jul63
MF AVAILABLE IN VT-ERIC SET 23p.

*FARM MANAGEMENT, *CURRICULUM GUIDES, *CURRICULUM PLANNING, *VOCATIONAL AGRICULTURE, INSERVICE TEACHER EDUCATION,

The purpose of this material is to stimulate thinking in inservice teacher education courses, and to illustrate one way in which the subject area could be organized. It was developed by a teacher educator for use in a 3-day course for 10 vocational agriculture teachers. Guiding principles in organizing a course emphasize good objectives, teaching procedures, and learning experiences. The degree of emphasis placed on farm business management instruction in the total vocational agriculture program increases from beginning to advanced groups. Emphasis changes from the individual farming program to the total farm business. The organizational approach is related to the financial aspects and profit motive of farming. The sample 4-year course outline is arranged by years, and the units or problem areas include management abilities, resource inventory, efficiency measurement, data gathering, business analysis, business inventory, accounts, account summarization, alternative income possibilities, credit, success measurement, budgeting, property transfer, and insurance. A sample outline for adult farmer classes covers similar material more briefly. (JM)

VT 000 574
Farm Business Managment, Financing Production Agriculture, Source Materials for Providing Systematic Instruction to Farmers, Agricultural Businessmen and High School Students.

Fuller, Gerald R.
Illinois Univ., Urbana. Div. of Agricultural Education
Pub Date - Jul64
MF AVAILABLE IN VT-ERIC SET 29p.

*FARM MANAGEMENT, *CURRICULUM GUIDES, *VOCATIONAL AGRICULTURE, *TEACHING GUIDES, HIGH SCHOOLS, ADULT VOCATIONAL EDUCATION, CREDIT,

The course was developed for high school and adult farmer classes by a teacher educator. Specific course objectives are related to 10 problem areas--(1) financial analysis, (2) operating credit, (3) expansion credit, (4) consumer credit, (5) credit and marketing, (6) lender selection, (7) acquiring loans, (8) managing credit and taxes, (9) business insurance, and (10) personal insurance. Unit areas in the course parallel the problem areas. Teacher objectives, interest approaches, anticipated questions, possible activities, references, and teaching aids are listed for each problem area or unit. The units are planned for young and adult farmer groups in greater detail with modifying suggestions for classes of high school students and agricultural businessmen. Sources of references and teaching aids are listed. (JM)

VT 000 860
A List of Teaching Materials.

Pennsylvania State Univ, University Park. Dept of Agr Ed.
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 5p.

*VOCATIONAL AGRICULTURE, *BIBLIOGRAPHIES, *INSTRUCTIONAL MATERIALS,

Vocational agriculture instructional materials, available from the department and listed in the form of an order sheet, are organized under the subjects of farm business management, soil science, plant science, animal science, agricultural mechanics, and miscellaneous categories. A list of materials available from other agencies is also included. (JM)

VT 000 894
Forestry, Two-Year High School Course in Vocational Agriculture--Competencies, Course Outline, Tools, and Equipment, Consumable Supplies, and References.

Clemson Univ., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia
Pub Date - Jul65
MF AVAILABLE IN VT-ERIC SET 13p.

*CURRICULUM GUIDES, HIGH SCHOOLS, *VOCATIONAL AGRICULTURE, JOB SKILLS, *FORESTRY, *FORESTRY AIDES,

The purpose of the guide is to assist vocational agriculture teachers plan a course to prepare high school juniors and seniors for occupations in forestry. It was prepared by a teacher educator in consultation with state forestry commission personnel, teachers, and other teacher educators upon the basis of a survey. The 360-hour course includes units on--(1) occupational opportunities, (2) the importance of forests, (3) relation of forestry to other natural resources, (4) the importance of good management practice, (5) forestry educational programs in South Carolina, (6) forest land ownership, (7) tree reproduction and growth, (8) forest environment, (9) tree and wood identification, (10) hand tool and small equipment maintenance and use, (11) artificial reproduction of forests, (12) natural reproduction of forests, (13) fire protection, (14) intermediate cuttings, (15) harvest cuttings, (16) estimates and measures, (17) insect control, (18) protection against disease and other enemies, (19) power equipment operation, (20) chart, map, and tracing preparation and interpretation, (21) mathematics, and (22) forestry employment. Each unit includes a brief outline of subject matter. Competencies needed in forestry aide training, suggested tools, equipment, and references are listed. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (JM)

VT 000 924
Tractor Operation and Maintenance, Special Course in Vocational Agriculture for Adults, Suggested Course Outline for Teachers of Agriculture in South Carolina.

Clemson Univ., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia
Pub Date - Oct64
MF AVAILABLE IN VT-ERIC SET 9p.

*VOCATIONAL AGRICULTURE, *ADULT FARMER EDUCATION, *TEACHING GUIDES, *CURRICULUM GUIDES, *TRACTORS, REPAIR, MAINTENANCE,

The purpose of the guide is to assist vocational agriculture teachers to plan and conduct 20- to 30-hour tractor operation and maintenance courses for adult farmers. It was developed by a committee of agriculture teachers. Outlines are included for units on (1) servicing and lubricating the tractor, (2) maintaining the cooling, hydraulic, ignition, electrical, fuel system, and the chassis, (3) locating and repairing malfunctions, and (4) operating cleaning, and storing the tractor. Each unit contains suggestions for discussions, demonstrations, practice, and materials. Suggested references are listed. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29731. (JM)

VT 000 947
Learning Experiences in Agricultural Occupations for Students of Vocational Agriculture, Poultry Processing Plants.

Clemson Coll., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia
Pub Date - Apr64
MF AVAILABLE IN VT-ERIC SET 5p.

*VOCATIONAL AGRICULTURE, *POULTRY PROCESSING OCCUPATIONS, HIGH SCHOOLS, *COOPERATIVE EDUCATION, *LEARNING EXPERIENCE, *JOB SKILLS, Designed for use by high school teachers as course planning material in vocational agriculture, this publication contains a list of learning experiences and activities needed by employees in poultry processing plants. It was developed by an individual author from a survey of poultry processors. Major divisions are (1) Experiences in Producing Broilers which includes selecting breeds for broilers, preparing brooder houses, maintaining proper temperature, following sanitary practices, and feeding before marketing, and (2) Experiences in Poultry Processing which includes killing chickens, sizing and weighing, packing for marketing, taking orders, and keeping records. Space to check performance of each activity is provided. The suggested time allotment is 160 hours. Qualified agriculture teachers may use this material with students interested in poultry processing. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (WB)

VT 000 951
Electricity on the Farm, Special Course in Vocational Agriculture for Adults, Suggested Course Outline for Teachers of Agriculture in South Carolina.

Clemson Univ., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia
Pub Date - Nov64
MF AVAILABLE IN VT-ERIC SET 8p.

*VOCATIONAL AGRICULTURE, *ADULT FARMER EDUCATION, *TEACHING GUIDES, *CURRICULUM GUIDES, *ELECTRICITY,

The purpose of this teaching guide is to assist vocational agriculture teachers in planning and executing a 30-hour course in farm electricity. It was developed by a committee of teachers and electricians for use in adult farmer and high school vocational agriculture classes. Outlines are included for the units (1) electrical fundamentals and terms, (2) homestead wiring system planning, (3) circuit installation, (4) electrical system maintenance, (5) farm motor selection, and (6) other uses of electricity. Each unit contains suggestions for discussion, demonstration, practice, and teaching materials. References and teaching aids are listed. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (JM)

VT 000 955
Learning Experiences in Agricultural Occupations for Students of Vocational Agriculture, Plant Nurseries.

Clemson Coll., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia
Pub Date - Apr64
MF AVAILABLE IN VT-ERIC SET 4p.

*VOCATIONAL AGRICULTURE, *COOPERATIVE EDUCATION, *NURSERY WORKERS (HORTICULTURE), *JOB SKILLS, *LEARNING EXPERIENCE, HIGH SCHOOLS,

The purpose of this guide is to assist the vocational agriculture teacher and student in planning and evaluating work experiences in plant nurseries. It was developed by a teacher educator for use in a 150-hour placement experience. Listed are 26 experiences common to work in a plant nursery such as propagating plants, preparing and maintaining cold frames, preparing and maintaining hot beds, sterilizing soil, taking soil samples for testing, applying plant nutrients, operating a greenhouse, growing plants in the open, maintaining ornamentals, marketing plants, landscaping, and establishing a lawn. Space to check the performance of each activity is provided. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (JM)

VT 000 956
Learning Experiences in Agricultural Occupations for Students of Vocational Agriculture, Farm Supplies.

Clemson Coll., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia
Pub Date - Mar64
MF AVAILABLE IN VT-ERIC SET 7p.

*VOCATIONAL AGRICULTURE, *COOPERATIVE EDUCATION, *AGRICULTURAL SUPPLY OCCUPATIONS, *JOB SKILLS, *LEARNING EXPERIENCE, HIGH SCHOOLS,

The purpose of this guide is to assist the vocational agriculture teacher and student in planning and evaluating work experiences in the farm supply businesses. It was developed by a teacher educator for use in a 150-hour placement experience. It contains the things the student must learn to do and the things he must learn about. A list of 89 experiences with feeds, seeds, pesticides, poultry, pets, fertilizers, hardware, advertising, selling, servicing, and records and space to check performance of each are provided. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (JM)

VT 001 006
Small Gas Engines--Maintenance and Repair, Special Course in Vocational Agriculture for Adults. Suggested Course Outline for Teachers of Agriculture in South Carolina.

Clemson Univ., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia
Pub Date - Oct64
MF AVAILABLE IN VT-ERIC SET 8p.

*ADULT FARMER EDUCATION, HIGH SCHOOLS, *VOCATIONAL AGRICULTURE, *TEACHING GUIDES, MECHANICS (PROCESS), *ENGINES,

The purpose of the guide is to assist vocational agriculture teachers in planning and conducting a 30-hour course on small gasoline engines for high school students or adult farmers. It was developed by a teacher educator in consultation with a committee of teachers and mechanics. Units in the course include (1) Use, Kinds, and Types of Small Gasoline Engines, (2) Fundamentals of Internal Combustion, (3) Fuels and the Fuel System, (4) The Ignition System, (5) Lubrication and Cooling Systems, (6) Valves, Pistons, Rings, and Crankshaft, (7) Trouble Shooting--Ignition Trouble, (8) Trouble Shooting--Carburetor and the Fuel System, (9) Trouble Shooting--Lack of Compression and High Oil Consumption, (10) Trouble Shooting--Overheating and Engine Noise. Each unit is divided into discussion and demonstration by the teacher, and practice by the students. Suggested books, materials, and slides are listed. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (JM)

VT 001 031
List of Recent Bulletins Selected for Use in Arizona Departments of Vocational Agriculture.

Arizona Univ., Tucson. Dept. of Agricultural Education
Service Bull-5
Pub Date - Jun65
MF AVAILABLE IN VT-ERIC SET 25p.

*VOCATIONAL AGRICULTURE, *BIBLIOGRAPHIES, *INSTRUCTIONAL MATERIALS,

An annual service to vocational agriculture teachers, this list includes 179 bulletin titles from 47 sources. Bulletins are classified by the filing system for the state's vocational agriculture departments, and the probable usefulness in vocational agriculture classes is indicated for each one. Some of the general subjects are meats, animal disease, beef, sheep, dairy, agricultural mechanics, and vegetables. The source for each bulletin is keyed to a master list. (JM)

VT 001 111
Introduction to the Fundamentals of Fire Behavior.

Forest Service, Washington, D.C. Div. of Fire Control
Pub Date - 64
DOCUMENT NOT AVAILABLE FROM EDRS 44p.

*PROGRAMED UNITS, *FORESTRY, *FIRE PROTECTION, *FIRE FIGHTERS,

This programed course was designed for training forest fire fighters by providing knowledge of fire behavior. The use of the programed material is explained. Units covered in 158 frames include (1) The Fire Triangle, (2) Ignition Temperature, (3) Sources of Heat, (4) Heat Transfer, (5) Weather Factors, (6) Forest Fuel Factors, and (7) Topography. Most of the program frames are illustrated by line drawings. A summarized reference of the seven units which reviews the essential points presented in the program is included. The time required to complete the course is 1½ to 2 hours. This document is available as A13.2--F51/45 for 45 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (JM)

VT 001 133 ED 016 034
Assistant Groundskeeper, Teachers Copy.

Fitts, James * Johnson, Johnny
Texas Agr and Mech Univ, Coll. Station. Teaching Mat Ctr
Texas Education Agency, Austin
Pub Date - 66
EDRS PRICE MF-$1.25 HC-NOT AVAILABLE FROM EDRS 326p.

*STUDY GUIDES, *VOCATIONAL AGRICULTURE, *COOPERATIVE EDUCATION, *GROUNDS KEEPERS, TESTS, ANSWER KEYS, *ORNAMENTAL HORTICULTURE, GRADE 11, GRADE 12, LANDSCAPING,

The purpose of this document is to provide a study guide for vocational agriculture cooperative education students preparing to become assistant groundskeepers. It was prepared by vocational agriculture teachers in consultation with subject matter specialists. Sections in the guide include (1) introduction to horticulture, (2) plant growing media, (3) plant growth and classification, (4) plant propagation, (5) nursery plant production, (6) floral crop production, (7) lawn establishment and care, (8) plant insect, disease, and pest control, (9) equipment operation and maintenance, and (10) landscape development and maintenance. Each section includes information sheets, assignment sheets, assignment answer sheets, topic tests, and topic test answer sheets. A qualified vocational agriculture teacher may use the material as a 180-hour course of study with junior and senior boys with occupational goals as assistant groundskeepers. Necessary supplementary materials are cited in the document. This document is available for $4.50 from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843. (JM)

VT 001 187
Learning Experiences in Agricultural Occupations for Students of Vocational Agriculture, Milk Processing Plant.

Clemson Coll., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia
Pub Date - Apr64
MF AVAILABLE IN VT-ERIC SET 4p.

*VOCATIONAL AGRICULTURE, *COOPERATIVE EDUCATION, *MILK, *LEARNING EXPERIENCE, *LIVESTOCK PROCESSING OCCUPATIONS, JOB SKILLS,

The purpose of this guide is to assist vocational agriculture teachers and students in planning and evaluating work experiences in milk processing businesses. It was developed by a teacher educator in consultation with a dairy science professor for use in a 50-hour placement activity. Forty-two learning experiences are listed under ice cream, cheese, milk, and butter processing. A space is provided for the employer to check satisfactory completion of each experience. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (JM)

VT 001 234
Efficiency Factors and Production Goals for Vocational Agriculture Enterprises in West Virginia.

McGhee, Claude
West Virginia Univ, Morgantown. Dept of Agricultural Educ
Pub Date - Jan63
MF AVAILABLE IN VT-ERIC SET 38p.

*VOCATIONAL AGRICULTURE, *FARM MANAGEMENT, *AGRICULTURAL PRODUCTION, *FARM ACCOUNTS, The efficiency factors and production goals presented are for use by vocational agriculture teachers and other agricultural personnel. They may be used at high school, young farmer, and adult farmer levels because all three groups are concerned with farm management and agricultural production. The author consulted with agricultural college staff members in developing the material. Suggestions for using the information, setting production goals, and analyzing the records, and a definition of terms are provided. Efficiency factor tables and other information are given for the following enterprises--baby chick and laying hen, broiler, beef cattle, sheep, dairy cattle, crop, and potato. A list of factors affecting different enterprises, a comparative analysis of enterprises, an analysis of the 1959 county agriculture census, and instructions for a farm comparison analysis are included. (JM)

VT 001 417
Related Instruction in Agricultural Occupations and Employment Experience, Report of the Workshop in Agricultural Education (Ames, June 7-24, 1966).

Iowa State Univ of Sci and Tech, Ames. Dept of Education
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 112p.

*CURRICULUM GUIDES, *OFF FARM AGRICULTURAL OCCUPATIONS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, EMPLOYMENT OPPORTUNITIES, *COOPERATIVE EDUCATION, AGRICULTURAL SAFETY, HUMAN RELATIONS, SALESMANSHIP, BUSINESS SKILLS,

Twenty-six vocational agricultural teachers, following state guidelines for agricultural occupations and employment experience programs in vocational agriculture, developed the nine modules included in this report. The modules are (1) an overview of agricultural industry, (2) career opportunities, (3) occupational experience program orientation, (4) safety, (5) human relations, (6) agricultural salesmanship, (7) business organization and functions, (8) business procedures, and (9) new agricultural technology developments. Each module consists of an introduction, objectives, recommended time allotment, competencies to be taught, followup and evaluation techniques, references, instructional materials, subject matter content, and special teaching-learning activities. (JM)

VT 001 510
Extending Instruction in Vocational and Technical Education in Agriculture to Off-Farm Agricultural Occupations, Report of a Workshop in Agricultural Education.

Taylor, W.T. * Hamilton, J. Roland
Mississippi State Univ., State College. Dept of Agr Educ.
Mississippi State Board for Voc Ed, Jackson. Voc Agr Div.
Pub Date - Feb66
MF AVAILABLE IN VT-ERIC SET 140p.

*COOPERATIVE EDUCATION, *VOCATIONAL AGRICULTURE, *PROGRAM DEVELOPMENT, AGRICULTURAL MACHINERY OCCUPATIONS, ORNAMENTAL HORTICULTURE OCCUPATIONS, AGRICULTURAL SUPPLY OCCUPATIONS, *OFF FARM AGRICULTURAL OCCUPATIONS, STUDENT PLACEMENT, *CURRICULUM GUIDES, Utilizing the approach which assumes that education in the science and technology of modern farming is basic to preparation for related occupations, the teachers and consultants in a 3-week workshop type course developed the materials in this report. The purposes and justification for instruction in off-farm agriculture occupations are explored. The advantages to students, schools, employers, and communities of extending vocational agriculture to off-farm agricultural occupations are listed. Outlines of steps and detailed procedures are provided for initiating, organizing, and establishing programs. Areas of instruction and training activities are outlined for (1) garden center, nursery, greenhouse roadside development, and landscaping in the ornamental horticulture curriculum, (2) managerial, mechanical, sales and service jobs in the agricultural mechanics curriculum, and (3) feed mill, farm store, chemical, and service jobs in the agricultural supply curriculum. Sections are included on providing occupational experiences, teaching related instruction, selecting training stations, and selecting students for training station placement. A summary of the Mississippi Child Labor Law, standards and provisions for student-learner certificates, a list of agricultural occupations other than farming and ranching, and various forms to be used in training programs are included. (JM)

VT 001 877
Choosing an Occupation, A Guide for High School Students.

Bail, Joe P. * Nelson, A. Gordon
New York State Coll. of Agriculture, Ithaca
Cornell Miscellaneous Bull-45
Pub Date - Jun63
MF AVAILABLE IN VT-ERIC SET 12p.

OCCUPATIONAL INFORMATION, INDIVIDUAL CHARACTERISTICS, *HIGH SCHOOL STUDENTS, *OCCUPATIONAL GUIDANCE, *OCCUPATIONAL CHOICE,

The purpose of this bulletin is to assist high school students in choosing an occupation. In planning a career, the student should (1) analyze his individual interests, abilities, values, personality, and physical characteristics, (2) investigate different occupational and professional requirements, and (3) weigh individual characteristics against the demands of the occupation or profession. A self-inventory and an occupational study worksheet are included. (WB)

VT 001 996
Financing Farming Activities.

Farm Credit Banks of Louisville, Ky.
Pub Date - May63
MF AVAILABLE IN VT-ERIC SET 66p.

*VOCATIONAL AGRICULTURE, *CREDIT, *TEXTBOOKS, FARM MANAGEMENT, FARMER COOPERATIVES, AGRICULTURAL PRODUCTION,

An outgrowth of a textbook entitled "Agricultural Credit" published in 1947, this publication was developed in consultation with teacher educators by farm bank personnel for use in vocational agriculture classes. It includes an introduction and chapters titled How the Farmer Uses Credit, Financing Farm Production, Financing

Farm Ownership, and Financing Farm Cooperatives. The textual material is supplemented by photographs, drawings, graphs, and specimens of credit instruments. A list of relevant movies is given. This document is available for 50 cents from Farm Credit Banks of Louisville, P.O. Box 239, Louisville, Kentucky 40201. (JM)

VT 002 531
Vocational Technical Educational and Development Project, Washington State University. Programed Instruction for Vocational Agriculture Teachers.

Long, Gilbert
Washington State Univ., Pullman. Coll. of Education
Washington State Board for Vocat. Educ., Olympia
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 213p.

*PROGRAMED UNITS, *VOCATIONAL AGRICULTURE, *PLANT NUTRITION, *LAND JUDGING, YOUTH CLUBS, FEEDS, *ANIMAL SCIENCE, GRADE 9, GRADE 10,

Programed instruction materials in seven agricultural subject areas for ninth and 10th grade vocational agriculture students were developed by a teacher educator in consultation with subject matter specialists. The material was tested in 10 schools, revised, and pilot tested in 16 schools. Each of the seven units includes a statement of purpose, a pretest, a posttest, the program frames, information panel, and an answer sheet. The units are (1) animal nutrition, (2) feed characteristics, (3) vitamins, (4) minerals, (5) plant nutrition, (6) land judging, and (7) Future Farmers of America. The material is intended as a supplemental instructional aid. It was designed for use in one-half hour blocks of time for a total of 12 to 16 hours. Teachers using the material should be familiar with the proper utilization of programed materials. (JM)

VT 002 726
A Guide for Developing Courses of Instruction in Vocational Agriculture Departments of West Virginia.

Cook, Donald E. * and others
Pub Date - Aug63
MF AVAILABLE IN VT-ERIC SET 55p.

*VOCATIONAL AGRICULTURE, *CURRICULUM GUIDES, CURRICULUM, HIGH SCHOOLS,

Developed by a committee of nine vocational teachers, in consultation with a state supervisor and a teacher educator, this guide is for use in developing instructional programs for high school vocational agriculture classes. Its purpose is to acquaint teachers and others with the shifting structure of the programs, show that emphasis is being placed on exploration and orientation at beginning levels, and show that current trends are toward enlarged course content. Content areas are (1) Animal Sciences, (2) Plant Sciences, (3) Farm Management, (4) Community Leadership Training, (5) Farm Family Living, (6) Supervised Farming and Careers, (7) Soil Science and Conservation, and (8) Forestry, Wildlife, and Commercial Recreation. The units within each section include objectives, unit analysis, and student application or activities. A summary lists units for each of the four high school years. (JM)

VT 002 788
Soils Unit, Soil Management for Efficient Land Use.

Vice, Billy J.
Kentucky Univ., Lexington. Instructional Materials Lab.
HS-2
Pub Date - Oct66
MF AVAILABLE IN VT-ERIC SET 23p.

*VOCATIONAL AGRICULTURE, *CURRICULUM GUIDES, HIGH SCHOOLS, *LAND USE, *SOIL CONSERVATION,

Developed by an agricultural specialist, this unit in soil management for high school vocational agriculture has been used by Kentucky vocational agriculture teachers for several years. Components of the unit include (1) identification of land use principles, (2) land capability maps, (3) soil and water relationships, (4) conservation practices, (5) cropping systems, and (6) land improvement. Knowledge and skills to be developed are outlined and teaching-learning activities, references, instructional materials, and evaluation methods are suggested. The unit would require approximately 15 to 20 days. A qualified vocational agriculture teacher should be able to use it with third year vocational agriculture students. It is recommended for use following the unit, "Understanding the Physical Properties of Soil." (JM)

VT 002 833
Suggestions for Planning a Community Occupational Survey.

Cox, Walter L., Jr.
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 14p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *OCCUPATIONAL SURVEYS, HIGH SCHOOLS, *QUESTIONNAIRES,

The purpose of this teaching guide is to provide guidelines and forms for helping vocational agriculture students carry out an occupational survey as a learning experience. It was developed by an individual. Suggested committees are (1) planning, which consists of students, the teacher, and a community business leader, (2) publicity, (3) survey techniques and instrument, (4) interviewer training, and (5) data tabulating. A sample job survey, tabulation, progress reporting, interview reporting, student introduction forms, and a responsibility checklist are included. (EM)

VT 002 932 ED (See August 1968 RIE)
Landscaping Your Home, Teacher's Guide.

Hedges, Lowell E.
Ohio State Univ., Columbus. Dept. of Agr. Education
Ohio State Dept. of Educ., Columbus. Vocat. Agr. Service
Pub Date - 64
EDRS PRICE MF-$0.50 HC-NOT AVAILABLE FROM EDRS 74p.

*VOCATIONAL AGRICULTURE, *LANDSCAPING, *CURRICULUM GUIDES, GRADE 9, GRADE 10, TESTS, ANSWER KEYS, BIBLIOGRAPHIES, The purpose of this guide is to assist the vocational agriculture teacher to develop a unit in the relatively specialized field of home landscaping. It was developed by a teacher in consultation with horticulturists and tested in the classroom before publication. The objectives of the unit are to develop student ability to (1) understand the need for home landscaping, (2) understand basic architectural principles in landscaping, (3) understand the application of principles in developing home ground areas, (4) understand the basis for selecting plant materials, (5) properly plant, fertilize, and prune trees and shrubs, and (6) develop a master landscape design. The focus of the unit is upon home improvement in the Northeastern and Midwestern United States. The unit would require 30 hours for ninth and 10th grade students in production agriculture classes. Nursery catalogs, slides on landscape design, field trips, and plant materials are recommended to supplement the unit. This document is available for $1.00 from Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210. (JM)

VT 003 006
Maize Dwarf Mosaic of Corn.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-4049
Pub Date - Dec65
MF AVAILABLE IN VT-ERIC SET 7p.

*TEXTBOOKS, *REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *PLANT PATHOLOGY, *CORN (FIELD CROP),

The purpose of this document is to provide textual and reference material for high school vocational agriculture and adult farmer students on maize dwarf mosaic of corn, a new disease which is potentially very serious in the Corn Belt. The material was developed by a teacher educator after being designed by subject matter specialists, teacher-educators, supervisors, and teachers. The sections of the document answer the questions--(1) How Much Damage Does the Disease Cause, (2) Where Does the Disease Occur, (3) What Are the Symptoms, (4) How Does it Spread, and (5) How Can I Control It. It is appropriate for use by teachers with competence in general agriculture with students of average ability with interest and an occupational objective in production agriculture. Time required is 1 to 2 hours. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 011
Capitalism, Socialism, and Communism.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-2038
Pub Date - May64
MF AVAILABLE IN VT-ERIC SET 12p.

*TEXTBOOKS, *REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *COMMUNISM, GOVERNMENTAL STRUCTURE, *CAPITALISM, The purpose of this document is to provide high school vocational agriculture and adult farmer students with textual or reference material on forms of economic and governmental systems. Development by a teacher-educator included consultation with subject matter specialists, teacher educators, supervisors, and teachers. Sections are (1) Communism is Socialism, (2) How Do Industrialized Economies Operate, (3) What is Capitalism, (4) Can Personal Freedoms Be Maintained Under Socialism or Communism, and (5) Comparison of Capitalism and Socialism-Communism. Vocational agriculture teachers may use the material with students of average ability with interest and occupational goals in agriculture. Time required is 1 to 3 hours. This document is available for 15 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 013
Safety in the Agricultural Mechanics Shops.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-3022
Pub Date - May67
MF AVAILABLE IN VT-ERIC SET 24p.

*TEXTBOOKS, REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *SAFETY, *EQUIPMENT, *FARM SHOPS, AGRICULTURAL ENGINEERING,

The purpose of this document is to provide reference and textual materials for high school vocational agriculture and adult farmer students on the safe operation of shop equipment. Development by a teacher educator included consultation with subject matter specialists, teacher-educators, supervisors, and teachers. The document concerns general safety rules, and hand tool, electrical, tractor and machinery, and sheet metal safety. Safety instructions are included for portable electric circular saws, tilting arbor and radial arm saws, jig saws, band saws, jointers, electric sanders, routers, planers, drills, grinders, power hacksaws, arc welders, gas welders, inert gas welders, spot welders, and gas forges. The material is appropriate for use by vocational agriculture teachers with students of average ability with interest and occupational goals in agriculture. Time required is for 2 to 8 hours. This document is available for 30 cents from Vocational Agriculture Service, University of Illinois, 434 Mumford Hall, Urbana, Illinois 61801. (JM)

VT 003 021
Agricultural Production, Curriculum Guide.

Ohio State Dept. of Educ., Columbus. Agr. Educ. Service
Ohio State Univ., Columbus. Dept. of Agr. Education
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 144p.

*CURRICULUM GUIDES, *CURRICULUM, *VOCATIONAL AGRICULTURE, ANIMAL SCIENCE, PLANT SCIENCE, AGRICULTURAL ENGINEERING, HIGH SCHOOLS, FARM MANAGEMENT, SUPERVISED FARM PRACTICE, LEADERSHIP TRAINING, CURRICULUM DEVELOPMENT, GUIDELINES,

The purpose of this guide is to assist vocational agriculture teachers in developing an agricultural production curriculum. It was developed by a committee of supervisors, teacher educators, and teachers and tested in local schools. It provides guidelines for curriculum development as related to program areas, basic assumptions, subject matter selection, sequence, and vocational objectives. Procedures for recording data on the curriculum sheets are outlined. Major subject areas include plant science, animal science, agricultural mechanics, and farm business management. Each major area is divided into teaching units, and each unit includes time allotment, vocational objectives, major competencies to be attained, and a subject matter outline. Sections on supervised occupational experiences and leadership training are included. The guide is appropriate for high school programs with farming and farm-related occupational focus in the Midwestern United States. This document is available for $2.00 from Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210. (JM)

VT 003 267
Six Selected Instructional Aids for Teachers of Agriculture.

Drawbaugh, Charles C.
Rutgers, The State Univ., New Brunswick, N.J.
Pub Date - Mar67
MF AVAILABLE IN VT-ERIC SET 60p.

*INSTRUCTIONAL AIDS, *VOCATIONAL AGRICULTURE, *LANDSCAPING, *SOIL SCIENCE, *PLANT IDENTIFICATION, TRANSPARENCIES, FILMSTRIPS, PUBLIC RELATIONS,
Future Farmers of America,

This document describes aids for teacher use in vocational agriculture classes, or for promoting the agricultural program. The aids were developed at an inservice institute by teacher committees who consulted subject matter specialists. Included are (1) overhead projection transparency masters on landscape planning, (2) information and directions for making soil monoliths, (3) a suggested form and pertinent information for teaching identification of 54 landscape plants, (4) questions and answers about vocational agriculture and the Future Farmers of America for a recruitment brochure, (5) a description of 51 slides for promotion of the agricultural program, and (6) plans for an electric quiz board. This document is available for $1.00 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (JM)

VT 003 373
Simplifying Farm Work.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-2036
Pub Date - May63
MF AVAILABLE IN VT-ERIC SET 17p.

*WORK SIMPLIFICATION, *TEXTBOOKS, REFERENCE BOOKS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *FARM MANAGEMENT,

Textual and reference material is provided on the simplification of farm work for high school vocational agriculture and adult farmer classes. It was prepared by a teacher educator in consultation with subject matter specialists, teacher educators, supervisors, and teachers. The material covers (1) reasons for simplifying farm work, (2) the work simplification procedure, (3) illustration of farm work simplification, (4) labor reduction in silage feeding and egg production, and (5) investment in labor-saving equipment. The material is to be used for 1-4 hours by teachers with agricultural competency and students who have average ability, agricultural interest, and occupational goals in production agriculture. Concepts are illustrated with graphs, tables, and photographs. Copies are available for 20 cents from the Vocational Agriculture Service, 434 Mumford Hall, Urbana, Illinois 61801. (JM)

VT 003 378
Pruning and Training Bramble Fruits and Highbush Blueberries.

Illinois Univ., Urbana. Vocat Agriculture Service
VAS-4048
Pub Date - Dec65
MF AVAILABLE IN VT-ERIC SET 8p.

*TEXTBOOKS, REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *PRUNING, *FRUITS, UNITS OF STUDY (SUBJECT FIELDS),

The purpose of this document is to provide high school vocational agriculture and adult farmer students with textual and reference material on the training and pruning of small fruits. It was developed by a teacher educator in consultation with subject matter specialists, teacher educators, supervisors, and teachers. The sections are (1) Pruning Tools, (2) Supporting the Canes, (3) Pruning Red and Yellow Raspberries, (4) Pruning Black and Purple Raspberries and Erect Blackberries, (5) Pruning Semi-Erect and Trailing Blackberries, and (6) Pruning Highbush Blueberries. Photographs and drawings illustrate the textual material. Teachers with agricultural competency and students of average ability with interest in production agriculture may use the material over a period of 1 to 2 hours. This document is available from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 379
Producing Oats.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-4023a
Pub Date - May64
MF AVAILABLE IN VT-ERIC SET 12p.

*TEXTBOOKS, REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, UNITS OF STUDY (SUBJECT FIELDS), *OATS, *AGRICULTURAL PRODUCTION,

Textual and reference material on producing oats is provided for high school vocational agriculture and adult farmer students. It was developed by a teacher educator in consultation with subject matter specialists, supervisors, teacher educators, and teachers. Sections are What Variety of Spring Oats Should I Grow, What Practices Are Recommended for Growing Spring Oats, Can Winter Oats be Grown Successfully in Illinois, and What Diseases Attack Oats. Photographs and drawings illustrate the textual material. Interested high school and adult students of average ability will need 1 to 3 hours for use of the material. This document is available for 15 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 381
Small Engines, Repair and Overhaul.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-3019
Pub Date - Dec65
MF AVAILABLE IN VT-ERIC SET 21p.

*TEXTBOOKS, REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *ENGINES, *REPAIR,

This document provides textual and reference material on small engine repair for high school vocational agriculture and adult farmer students. It was developed by a techer educator in consultation with subject matter specialists, teacher educators, supervisors, and teachers. Sections are (1) tools and equipment needed, (2) engine disassembly, (3) cylinder, piston, and ring wear measurement, (4) crankpin and bearing checking, (5) piston replacement, (6) valve servicing, (7) engine head replacement, (8) carburetor and fuel system repair, (9) ignition system servicing, and (10) engine operation and checking. The document is illustrated with photographs and drawings designed to emphasize key procedures. Students with average ability and interest would use the material for 2 to 6 hours. This document is available for 25 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 887
Corn Insects.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-4040
Pub Date - May61
MF AVAILABLE IN VT-ERIC SET 12p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *CORN (FIELD CROP), *ENTOMOLOGY, HIGH SCHOOLS, *INSECTICIDES, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in corn production. It was prepared by subject-matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major units are (1) Insects That Attack Corn Seed, (2) Insects That Attack Roots, (3) Insects That Attack Stalks, Leaves, and Ears, and (4) Chemical Control. Information about each insect includes description, life cycle, and damage it does. The suggested time allotment is 1 to 3 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in crop production. Drawing, photographs, and tabular information are included. This document is available for 15 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 003 966
Poultry Hatchery Employee, Teacher's Copy.

Williams, Henry * Dooley, Gabe
Texas A and M Univ., College Station
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 133p.

*VOCATIONAL AGRICULTURE, UNITS OF STUDY (SUBJECT FIELDS), GRADE 12, *POULTRY, *POULTRY HATCHERY EMPLOYEES, *TEXTBOOKS, GRADE 11, EMPLOYERS, REFERENCE MATERIALS,

Technical information needed in the polutry hatchery industry is presented for use by vocational agriculture teachers in preparing vocational agriculture students enrolled in cooperative training programs for poultry hatchery employment. It was developed by vocational agriculture teachers, subject-matter specialists, and a state advisory committee. Unit titles are (1) Introduction to the Hatchery Industry, (2) Receiving, Handling and Processing Eggs, and Keeping Records, (3) Operation and Maintenance of Controls, (4) Power Failures and Auxiliary Power Systems, (5) Sanitation, (6) Care and Management of Chicks and Poults at Hatchery, and (7) Production of Hatching Eggs. Assignment sheets within each unit contain objectives, references, and questions or activities. Information sheets, answers to assignment questions, topic tests, and test answers are included. The suggested time allotment is 100 hours. Students should be at least 16 years old, in grade 11 or 12, and have occupational objectives in poultry hatchery employment. This document is available for $2.00 from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843. (WB)

VT 003 967
Resource Material for Lesson Plans in Greenhouse Management, Electrical Applications for Greenhouses.

Page, Foy
Texas A and M Univ., College Station. Teaching Mat. Ctr.
Texas Education Agency, Austin
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 72p.

*VOCATIONAL AGRICULTURE, *ORNAMENTAL HORTICULTURE OCCUPATIONS, *GREENHOUSES, *ELECTRICAL APPLIANCES, *RESOURCE UNITS,

A relatively new addition to vocational agriculture program facilities are greenhouses which are ideal for teaching environmental relationships. This document provides resource material for students and teachers as a basis for applying electrical equipment to greenhouses for environmental control. It was developed by a teacher committee in consultation with a statewide advisory committee. Unit titles are (1) Potential Applications of Electricity, (2) Space Heating in the Greenhouse, (3) Heating Benches and Hotbeds for Propagation, (4) Cooling the Greenhouse, (5) Ventilation and Air Movement, (6) Soil Sterilization, (7) Pumping and Humidity Requirements, (8) Light in Greenhouses, and (9) Planning and Installing the Wiring System. Students should be at least 16 years old, in grade 11 or 12, and planning to enter occupations related to greenhouses. The suggested time allotment is 20 hours. Tabular and line-drawing illustrations are used. A bibliography, suggested list of references, and addresses of state extension services are included. This document is available for $1.00 from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843. (JM)

VT 003 982
Soil Liming, A Key to Better Farming.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-4006a
Pub Date - 62
MF AVAILABLE IN VT-ERIC SET 9p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *FERTILIZERS, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in producing farm crops. It was prepared by subject-matter specialists, teacher-educators, supervisors, and an advisory committee of teachers. Major sections are (1) What are the kinds of liming materials, (2) What other factors should I consider in selecting liming materials, (3) How do I determine which liming materials to use, (4) How much lime should I apply, and (5) How, when, and where should I apply lime. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes, who have average ability, an interest in agriculture, and occupational objectives in production agriculture. Tabular data on lime usage are included. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 003 983
Choosing the Livestock System.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-2014a
Pub Date - 65
MF AVAILABLE IN VT-ERIC SET 9p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *LIVESTOCK, *FARM MANAGEMENT, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in planning for livestock production. It was prepared by subject-matter specialists, teacher-educators, supervisors, and an advisory committee of teachers. Major sections are (1) How much income will be added by the livestock tentatively chosen, (2) How much income will livestock add if more forage crops are produced, and (3) How much income will be added if the hogs are produced in confinement. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes, who have average ability, an interest in agriculture, and occupational objectives in production agriculture. Tabular data and a summary of livestock alternatives for the problem farm are included. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 003 984
Planning a Fertilizer Program.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-4010a
Pub Date - 64
MF AVAILABLE IN VT-ERIC SET 9p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *FERTILIZERS, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in planning for the use of fertilizers. It was prepared by subject-matter specialists, teacher-educators, supervisors, and an advisory committee of teachers. The subject matter covers the probable response from the use of phosphorus, potassium, and fertilizer when more than one element is limiting. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. Tabular data are included. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 003 986
Swine Feeds and Feeding.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-1036
Pub Date - 63
MF AVAILABLE IN VT-ERIC SET 13p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *SWINE, *FEEDS, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference materials, this document presents technical information needed in raising swine. It was prepared by subject-matter specialists, teacher-educators, supervisors, and an advisory committee of teachers. Major sections are (1) What feeds supply carbohydrates, fats, proteins, minerals, vitamins, antibiotics, and arsenicals, (2) What forage crops are suitable for hogs, (3) How much water should be provided, and (4) Should swine rations be mixed by the operator or purchased already mixed. The suggested time allotment is 1-3 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. Tabular data, photographs, and line drawings are included. This document is available for 15 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 003 987
Insect Pests of Illinois Trees and Shrubs.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-5005
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 37p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *ENTOMOLOGY, *INSECTICIDES, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in the control of insect pests on trees and shrubs. It was prepared by subject-matter specialists, teacher-educators, supervisors, and an advisory committee of teachers. Major sections are Facts about Insects, Descriptions of Pests, and Control Measures For Insects. For each of the 116 insects, there is a description, attack patterns, and suggested control measures. The suggested time allotment is 2-8 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. The document is illustrated with photographs. The appendix contains insect spray preparation tables. This document is available for 45 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 003 994
Judging Milk Sediment Discs and Milker Unit Heads.

Illinois Univ., Urbana. Vocational Agriculture Service
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 10p.

*TEXTBOOKS, REFERENCE MATERIALS, *VOCATIONAL AGRICULTURE, UNITS OF STUDY (SUBJECT FIELDS), *EVALUATION, *MILK, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in judging milk sediment discs and milk unit heads. It was prepared by subject-matter specialists, teacher-educators, supervisors, and an advisory committee of teachers. The subject matter covered is (1) the flavor of good milk, (2) the relation between taste and odor, (3) conditions for judging milk, (4) steps in judging the flavor of milk, (5) off-flavors found in milk and their preparation, (6) milk sediment discs and milker unit head scoring, and (7) cards used in state and national judging contests. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. This document is available for 15 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 070
Selecting and Purchasing Hogs.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-1033

Pub Date - May62
MF AVAILABLE IN VT-ERIC SET 8p.

*TEXTBOOKS, REFERENCE MATERIALS, *VOCATIONAL AGRICULTURE, UNITS OF STUDY (SUBJECT FIELDS), *SWINE, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school or adult students as a text or reference material, this document presents technical information needed in swine production. It was designed by subject matter specialists, teacher-educators, supervisors, and an advisory committee of teachers. Major sections are (1) What type and breed of hogs should I select, (2) What should I consider when selecting breeding animals, (3) What should I consider when selecting feeder pigs, (4) How can I purchase breeding or feeding stock, and (5) What are some inherited defects of swine. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. Tabular data, line drawings, and photographs are included. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 071
Caring for the Swine Herd During Breeding and Gestation.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-1034
Pub Date - May62
MF AVAILABLE IN VT-ERIC SET 4p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *SWINE, *BREEDING, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school or adult students as text or reference material, this document presents technical information needed in swine production. It was designed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are (1) How should I feed and care for boars and sows, (2) When and how should sows be fed, and (3) How should I feed and care for the sows during the gestation period. The suggested time allotment is 1 hour. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in agriculture production. Tabular data and photographs are included. This document is available for five cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 072
Making Estimates of Crop Production and Its Value.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-2007a
Pub Date - May63
MF AVAILABLE IN VT-ERIC SET 8p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL PRODUCTION, *FIELD CROPS, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in preparing estimates of crop production. It was designed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are an estimate of crop production, factors affecting crop yields, the basis on which crop yields should be estimated, and estimated crop production and its value on the problem farm. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. Graphs, diagrams and tabular data are included. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 073
Balancing the Labor Supply and Farm Business.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-2035
Pub Date - May63
MF AVAILABLE IN VT-ERIC SET 8p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *FARM MANAGEMENT, *FARM LABOR SUPPLY, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents information needed in farm planning. It was designed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are amount of labor needed, probable labor distribution, methods of balancing the labor supply and farm business, and methods of meeting the labor needs of the problem farm. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in farm management. The suggested time allotment is 1-2 hours. Labor requirements for different crops under different conditions, monthly distribution of labor, and a sample labor calendar are presented in tabular form. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 074
The Storage Battery.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-3024
Pub Date - Sep67
MF AVAILABLE IN VT-ERIC SET 31p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *ELECTRICITY, MOTOR VEHICLES, HIGH SCHOOLS, POST SECONDARY EDUCATION, *BATTERIES (ELECTRICITY), Designed for use by high school and adult students as text and reference material, this document presents technical information needed in the care and use of the storage battery. It was developed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are--(1) What are the parts of a battery, (2) How does a battery function, (3) What is meant by battery capacity, (4) How is the replacement battery selected, (5) How should I install a new battery, (6) How should I service the battery, (7) How should batteries be charged, (8) What factors affect battery life, (9) What is a dry charged battery, (10) How are batteries tested, and (11) What safety precautions should be followed. Tabular and graphic data, drawings, and photographs are included. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interests, and occupational objectives in agricultural engineering or electrical occupations. The suggested time allotment is 2-8 hours. This document is available for 40 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 075   ED (See August 1968 RIE)
Engine Compression and Cylinder Leakage Testing.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-3025
Pub Date -   Sep67
EDRS PRICE MF-$0.25 HC-NOT AVAILABLE FROM EDRS   15p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *ENGINES, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school or adult students as text or reference material, this document presents technical information needed in the farm power area of agricultural mechanics. It was designed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are (1) What are the principles of four-cycle engine operation, (2) What are the effects of cylinder leakage, (3) How is compression tested, and (4) How is a cylinder tested for leakage. The suggested time allotment is 1-4 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. Tabular data and line drawings are included. This document is available for 20 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 076
Recommending Potassium Fertilizers.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-4008a
Pub Date - May63
MF AVAILABLE IN VT-ERIC SET   8p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *FERTILIZERS, HIGH SCHOOLS, POST SECONDARY EDUCATION, Designed for use by high school and adult students as text or reference material, this document presents technical information needed in the use of potassium fertilizers. It was developed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are--(1) What potash fertilizers are used in Illinois, (2) How much potash fertilizer should I apply, and (3) How and when should I apply potash fertilizers. Fertilizer data are presented in map, tables, and line drawings. An appendix discusses the nature of potassium in soil and of fertilizer burn and fertilizer placement. Teachers with a background in general agriculture may use this material with students of both sexes, who have average ability, agricultural interest, and occupational objectives in agricultural fertilizers. The suggested time allotment is 1-2 hours. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 077
Controlling Insects of Vegetable Crops.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-4047
Pub Date - May64
MF AVAILABLE IN VT-ERIC SET 20p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *ENTOMOLOGY, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school or adult students as text or reference material, this document presents technical information needed in controlling insects of vegetable crops. It was prepared by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are (1) general feeders on garden crops, (2) insect pests of cabbage and related crops, and (3) general control measures. Discussion of each insect includes description, damage, and remarks, and in most cases, drawings of the insect. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in applied entomology. The suggested time allotment is 2-6 hours. This document is available for 25 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 078 ED (See September 1968 RIE)
Selecting Trees for Home Planting.

Illinois Univ., Urbana. Vocational Agriculture Service
Pub Date - 67
EDRS PRICE MF-$0.25 HC-NOT AVAILABLE FROM EDRS 40p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, HIGH SCHOOLS, *ORNAMENTAL HORTICULTURE, *TREES, POST SECONDARY EDUCATION,

Designed for use by high school or adult students as text or reference material, this document presents technical information needed in selecting trees for home planting. It was prepared by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are (1) What factors should I consider when buying trees, (2) What factors should I consider before buying trees, and (3) What trees should I consider. The suggested time allotment is 2-8 hours. Teachers with a background in general agriculture may use this material with students of both sexes, who have average ability, an interest in agriculture, and occupational objectives in production agriculture. This document is available for 50 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 103
Laboratory Exercises and Lesson Plans for Pre-Employment Laboratory Training in Agricultural Machinery Service and Repair.

Venable, Mac * Hill, Durwin
Texas Agricultural and Mechanical Univ., College Station
Pub Date - Aug67
MF AVAILABLE IN VT-ERC SET 322p.

*TEXTBOOKS, REFERENCE MATERIALS, *VOCATIONAL AGRICULTURE, HIGH SCHOOLS, *AGRICULTURAL MACHINERY OCCUPATIONS, *AGRICULTURAL MACHINERY, MAINTENANCE, REPAIR, *TEACHING GUIDES,

Designed for use by area and other high school students and teachers as text or reference material, this document presents lesson plans and laboratory exercises needed for preemployment training in agricultural machinery service and repair. It was prepared by a teacher development committee and a statewide advisory committee. Unit titles are (1) Introduction, (2) Internal combustion Engines, (3) Lubricants and Lubricating Systems, (4) Fuel Systems, (5) Cooling Systems, (6) Electrical Systems, (7) Engine Testing and Tune Up, (8) Hydraulics, (9) Primary Soil Tilling Equipment, (10) Planting Equipment, (11) Cultivation and Weed Control Equipment, (12) Sprayers and Dusters, (13) Fertilizers, (14) Harvesting Equipment, and (15) Special Equipment. Lesson plans within each unit include topic, objective, introduction, references, suggested questions, and answers to suggested questions. Laboratory exercises include job, references, tools and materials needed, and procedures. The estimated time allotment is 175 hours. Teachers with a background in general agriculture and farm machinery may use this material with students who are at least 16 years old and in grade 11 or 12, and have average ability, agricultural interest, and occupational objectives in farm machinery. Required and supplemental references are listed. This document is available for $3.75 from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843. (WB)

VT 004 104
Laboratory Exercises for Pre-Employment Laboratory Training in Greenhouse Operation, Vocational Agriculture Resource Unit.

Texas A and M Univ., College Station. Teaching Mat. Ctr.
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 50p.

*VOCATIONAL AGRICULTURE, *LABORATORY MANUALS, *ORNAMENTAL HORTICULTURE OCCUPATIONS, HIGH SCHOOLS, *GREENHOUSES, Designed for use by agriculture teachers and high school students as text or reference material, this document presents a series of laboratory exercises for preemployment training in greenhouse operation. It was based upon the content of a special 3-week institute and was prepared by vocational agriculture teachers and subject matter specialists. Titles of the exercises are (1) Sexual Plant Propagation, (2) Greenhouse Construction, (3) Asexual Plant Propagation, (4) Hand Watering and Feeding, (5) Pest Problems with Ornamental Plants, (6) Horticulture Pots, (7) Lath House, (8) Greenhouse Benches, (9) Transplanting Seedlings from Flats to Pots, (10) Media for Propagating and Growing Stock, (11) Soil Sterilization, (12) Bulbs for the Greenhouse, (13) Automatic Waterings and Feeding of Plants in the Greenhouse, (14) Growing Plants under Artificial Lights, (15) Marketing, (16) Minimum Facilities Required for Texas Vocational Horticulture Programs, and (17) Suggested Guidelines for Planning a Vocational Training Program. Laboratory exercises include objectives, materials, tools and equipment, general information, additional information, procedures, and references. The suggested time allotment is 20 hours. This document is available for 50 cents from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843. (WB)

VT 004 156
Livestock Breeding.

Roediger, Roger
Ohio State Dept. of Educ., Columbus. Agr. Educ. Service
Ohio State Univ., Columbus. Dept. of Agr. Education
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 201p.

*TEXTBOOKS, *VOCATIONAL AGRICULTURE, *LIVESTOCK, *BREEDING, HIGH SCHOOLS, YOUNG FARMER EDUCATION, BIBLIOGRAPHIES,

This text was developed for student use in livestock breeding units in high school and young farmer production agriculture classes. It was developed by a vocational agriculture teacher upon the basis of successful teaching of the unit and in consultation with three extension livestock specialists who supplied technical information. The earlier drafts were tried by other teachers who suggested revisions. The subject matter covers (1) livestock importance, (2) chromosomes, (3) male and female reproduction roles, (4) conception, (5) gestation, (6) rebreeding, (7) fertility problems, (8) selection, (9) mating systems, and (10) performance, pedigree, and progeny selection. The suggested time allotment is 45 hours. The textual material is supplemented with drawings, graphs, tables, and student exercises. A bibliography of bulletins, pamphlets, circulars, and books is included. This document is available for $2.00 from Ohio Vocational Agriculture Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210. (JM)

VT 004 282
A Guide to Parliamentary Practices.

Illinois Univ., Urbana. Vocational Agriculture Service
Pub Date - 59
MF AVAILABLE IN VT-ERIC SET 65p.

LEADERS GUIDES, *MANUALS, *VOCATIONAL AGRICULTURE, *PARLIAMENTARY LAW, HIGH SCHOOLS,

This guide for high school vocational agriculture students and Future Farmers of America members was written by a teacher educator in consultation with subject matter specialists, teacher educators, supervisors, and teachers. It was adapted from various sources and was checked for agreement with "Roberts' Rules of Order, Revised" which is recommended as a general reference and referred to by specific page numbers beside each step of the procedure. Sections in the guide include (1) obtaining and assigning the floor, (2) presenting and voting on motions, and (3) kinds of motions such as main, subsidiary, incidental, privileged, unclassified, and absurd. A table of motions with object and effect of each and 101 topics for discussion are included. this document is available for 30 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 004 472
Approved Practices for the Corn Enterprise.

Illinois Univ., Urbana. Vocational Agriculture Service
Pub Date - Mar66
MF AVAILABLE IN VT-ERIC SET 4p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *CORN (FIELD CROP), HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents a list of approved practices generally helpful in corn production. It was prepared by subject-matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major units are (1) Getting Started with Corn, (2) Keeping Records, (3) Testing the Soil and Applying Fertilizer, (4) Selecting Seed, (5) Planting, (6) Cultivating, (7) Controlling Diseases, (8) Controlling Insects, (9) Harvesting and Storing, (10) Studying Record Results, and (11) Evaluating Production Practices. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in crop production. This document is available for 5 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 473
Approved Practices for Alfalfa.

Illinois Univ., Urbana. Vocational Agriculture Service
Pub Date - Mar66
MF AVAILABLE IN VT-ERIC SET 4p.

*TEXTBOOKS, REFERENCE MATERIALS, *VOCATIONAL AGRICULTURE, UNITS OF STUDY (SUBJECT FIELDS), *ALFALFA, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents managerial and technical information needed in the production of alfalfa. It was prepared by subject-matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major units are (1) Getting Started with Alfalfa, (2) Keeping Records, (3) Testing the Soil and Applying Fertilizer, (4) Selecting Seed, (5) Planting, (6) Controlling Diseases and Insects, (7) Harvesting, (8) Storing, (9) Studying Record Results, and (10) Evaluating Production Practices. Teachers with a background in general agriculture may use this material with students of both sexes, who have average ability, agricultural interest, and occupational objectives in farm production. This document is available for 5 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 474
Soil Texture.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-4030
Pub Date - May59
MF AVAILABLE IN VT-ERIC SET 7p.

*TEXTBOOKS, REFERENCE MATERIALS, *VOCATIONAL AGRICULTURE, UNITS OF STUDY (SUBJECT FIELDS), *SOIL SCIENCE, HIGH SCHOOLS, POST SECONDARY EDUCAION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in the study of soil texture. It was prepared by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major units are (1) What Are Soils Made Of, (2) How Can I Estimate Soil Texture, (3) How Can I Use the Texture Triangle, (4) What Are Organic Soils, and (5) How Can Understanding Soil Texture Help Me in Managing Soils. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in production agriculture. The texture triangle, graphs, drawings, and photographs are included. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 475
Electrical Wiring--Procedures and Exercises.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-3016
Pub Date - Oct63
MF AVAILABLE IN VT-ERIC SET 32p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *ELECTRICITY, *FARM STRUCTURES, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in electrical wiring of farm structures. It was prepared by subject-matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major units are (1) Bringing Electrical Service to a Building, (2) Bringing Electrical Service Into a Building, (3) Installing Interior Wiring, (4) Wiring Various

Electrical Devices, and (5) Wiring Exercises. The suggested time allotment is 2-8 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in rural electrification. Numerous diagrams illustrate wiring instructions and the wiring exercises. This document is available for 40 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 476
Electrical Wiring, Fundamentals and Planning.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-3003a
Pub Date - Oct63
MF AVAILABLE IN VT-ERIC SET 24p.

*TEXTBOOKS, REFERENCE MATERIALS, *VOCATIONAL AGRICULTURE, UNITS OF STUDY (SUBJECT FIELDS), *ELECTRICITY, HIGH SCHOOLS, POST SECONDARY EDUCATION, *FARM STRUCTURES,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in wiring farm buildings. It was prepared by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major units are Some Fundamentals of Electricity, Considering Safety and Adequacy, Selecting Wiring Materials and Devices, and Planning the Farm Wiring System. The suggested time allotment is 2-8 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in production agriculture. Photographs, drawings, and tables are included. This document is available for 30 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 477
Choosing the Specific Crops to Grow.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-2006a
Pub Date - May63
MF AVAILABLE IN VT-ERIC SET 12p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL PRODUCTION, *FIELD CROPS, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents information needed in selecting specific crops for farming operations. It was prepared by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. The major units are--(1) How Crops Can Be Classified, (2) What Crops Are Grown in Illinois, (3) How Can I Determine Which Crops to Grow, (4) What Crop Sequences Can I Use, (5) How Can Cropping Systems Be Adjusted, and (6) Crops for the Problem Farm. The suggested time allotment is 1-3 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in production agriculture. Tables of crop information, a grain crop yield map, and a rotation cycle sheet are included. This document is available for 15 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 478
Developing the Land-Use Plan and Field Layout.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-2005a
Pub Date - May64
MF AVAILABLE IN VT-ERIC SET 7p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *LAND USE, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in developing land-use plans and field layouts. It was prepared by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major units are cropping system fitted to the field layout, erosion control practices needed on the problem farm, and the crop transition. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in production agriculture. A soil map, a table of soil recommendations, and diagrams of field arrangements are included. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 479
Castrating, Docking, and Dehorning.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-1032
Pub Date - May62
MF AVAILABLE IN VT-ERIC SET 7p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *LIVESTOCK, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in castrating, docking and dehorning livestock. It was prepared by subject-matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major units are (1) Castrating Hogs, Cattle, and Sheep, (2) Docking Lambs, and (3) Dehorning Cattle. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in performing technical level veterinary practices in livestock production enterprises. Castration procedures and dehorning and castrating equipment are presented in picture form. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 480
Caring for the Sheep Breeding Flock.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-1001a
Pub Date - May63
MF AVAILABLE IN VT-ERIC SET 8p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *SHEEP, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in caring for the sheep breeding flock. It was prepared by subject-matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major units are (1) How Should I Feed and Care for Ewes and Rams, (2) At What Age Should Ewes Be Bred, (3) When and How Should Ewes Be Bred, and (4) How Should I Feed and Care for the Pregnant Ewe. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in raising breeding sheep. Plans for sheep corrals and sorting chutes are presented in diagram form. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 843 ED (See August 1968 RIE)
Food Processing Technology, A Suggested 2-Year Post High School Curriculum.

Knoebel, Robert M. * and others
Office of Education, Washington, D.C.
OE-82016
Pub Date - 67
DOCUMENT NOT AVAILABLE FROM EDRS 104p.

*CURRICULUM GUIDES, POST SECONDARY EDUCATION, *AGRICULTURAL TECHNICIANS, *AGRICULTURAL EDUCATION, *FOOD PROCESSING OCCUPATIONS, TECHNICAL EDUCATION, CURRICULUM, PROGRAM DEVELOPMENT,

Administrators, advisory committees, supervisors, and teachers may use this guide in planning and developing new programs or evaluating existing programs in post-high school food processing technology. Basic materials were prepared by the State University of New York Agricultural and Technical College at Morrisville and final preparation was accomplished by personnel in the U.S. Office of Education in consultation with food processing industry and education personnel. The guide contains suggested course outlines with examples of texts and references, a sequence of technical education procedures, laboratory layouts with equipment and cost, discussion of the library and its use, descriptions of faculty and student services, and a selected list of scientific trade and technical societies. Course outlines are included for technical, mathematics, science, and general courses. A rating sheet for students working in food industries and suggested current periodicals are included. This document is available as FS5.282--82016 for 50 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (JM)

BUSINESS AND
OFFICE EDUCATION
SECTION

VT 002 310   ED (See August 1968 RIE)
Electronic Business Data Processing Peripheral Equipment Occupations, Suggested Curricula.

Office of Educ, Washington, D.C. Div of Vocat and Tech Ed
OE-86010
Pub Date - 64
EDRS PRICE MF-$0.50 HC-$4.88 120p.

*CURRICULUM, *UNITS OF STUDY (SUBJECT FIELDS), *OFFICE OCCUPATIONS EDUCATION, *DATA PROCESSING OCCUPATIONS, *CURRICULUM GUIDES, BIBLIOGRAPHIES, INSTRUCTIONAL MATERIALS, MANPOWER DEVELOPMENT, MDTA Programs,

Vocational curriculums are suggested for eight electronic business data processing occupations as a guide to training unemployed and underemployed persons. The course outlines and other material were prepared by staff members of the Information and Training Services Division of McGraw-Hill, Inc. Consultants included data processing training specialists from industry, administrators in city and state business education departments, and faculty memebers in high schools, colleges, and vocational training institutions. Curriculums are suggested for the occupations--(1) Tape Librarian, (2) Key-Punch Operator, (3) Clerical Supervisor, (4) Coding Clerk, (5) Machine-Records Unit Supervisor, (6) Statistical Clerk, (7) Tabulating Machine Operator, and (8) Console Operator. Subjects for each occupational course of study are drawn from General Office Education Units, subjects common to two or more occupations, and Specialized Occupation Units, both listed. Program lengths vary from 13 to twenty-two 30-hour weeks. Hours required, unit description, topic outlines for each unit, texts, and other teaching aids are shown for each course of study. Job descriptions and prerequisites for training and employment are given for each occupation. Trainees enrolled in the programs are expected to have completed approximately 10½ years of formal education and to have a working knowledge of English and elementary arithmetic. Instructors should be qualified in business data processing. Suggested standards of achievement and an extensive bibliography of texts and references, periodicals, directories, films and filmstrips, and other instructional aids are included. This document is available for 70 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 002 728
Shorthand I (First Year), Course Guide.

Texas Education Agency, Austin.
Pub Date - 64
MF AVAILABLE IN VT-ERIC SET 29p.

*CURRICULUM GUIDES, *TEACHING GUIDES, *BUSINESS EDUCATION, *STENOGRAPHY, GRADE 11, GRADE 12,

This guide is for teacher use in planning and teaching a first-year shorthand course for high school juniors or seniors. It was developed by the Professional Standards and Advancement Committee of the Texas Business Education Association at local and state levels and trial tested in the field before publication. First-year shorthand should be designed to achieve two specific purposes--(1) provide the student with those skills, knowledges, and attitudes needed to obtain an initial position in stenographic work, and (2) serve as the basis for additional shorthand instruction. If 2 years of shorthand are offered, the recommended grade placement is grade 11 for first-year shorthand. If only Shorthand I is offered, the recommended grade placement is grade 12. Student prerequisites, suggested teaching materials and equipment, a lesson timetable, and speed and grading standards for each 6-week period are included. Teaching suggestions are provided for homework assignments, presentation of theory, reading, writing, speed development, dictation, pretranscription and transcription. Sample lesson plans are given for the first day, an introduction to writing, and an early transcription lesson. (PS)

VT 003 996
Teaching Typing, 1.

Mumford, Ernestine
New Jersey State Dept. of Education, Trenton. Vocat. Div.
Rutgers, The State Univ., New Brunswick, N.J.
Pub Date - May67
MF AVAILABLE IN VT-ERIC SET 93p.

*TEACHING GUIDES, *BUSINESS EDUCATION, *TYPEWRITING, HIGH SCHOOLS, TRANSPARENCIES,

Teachers may use this guide in planning and teaching a 1-year beginning typewriting course for high school students in business education. It was developed by a business education department in a local high school. Its main purpose is to supply a source of available teaching aids and to give educational direction to the teaching of typewriting. The content to be taught and suggested procedures for teaching are presented for machine parts, proper machine manipulation, proper typing techniques, proper care of the typewriter, tabulation, statistical typing, manuscripts and reports, postal cards, business forms, business letters, personal correspondence, duplicating techniques, and dictation-transcription techniques. Materials for duplicating and transparency making, suggested equipment and supplies, audiovisual materials, references, and a 100-item final examination are included. This document is available for $1.50 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (PS)

VT 004 708 ED (See August 1968 RIE)
Suggestions for a High School Vocational Stenographer Program, A Workshop Report.

Ohio State Dep. of Educ, Columbus. Div. of Vocat Educ.
Bowling Green State Univ., Ohio. Dept. of Business Educ.
Pub Date - Feb67
EDRS PRICE MF-$0.50 HC-$4.44 109p.

*CURRICULUM GUIDES, CURRICULUM, *OFFICE OCCUPATIONS EDUCATION, *STENOGRAPHERS, GRADE 11, GRADE 12, BIBLIOGRAPHIES, *PROGRAM PLANNING, *TIME BLOCKS,

These suggestions for curriculum content and operation, for teacher use in planning a 2-year program for high school juniors and seniors in preparation for entry-level stenographic positions, was developed at a curriculum workshop held at Bowling Green State University June 12 to July 2, 1965. In Ohio, Plans IV, V, and VI are provided for intensive preemployment inschool business and office education. Plan IV requires 15 clock hours of instruction per week with three of six periods per day in a block of time. Plan V requires 18.75 clock hours per week with four of six periods per day in a block of time. Plan VI requires 22.5 clock hours per week with five of six periods per day in a block of time. Objectives and suggested time allotments and topic outlines for the different plans are presented for the subjects (1) bookkeeping, (2) business and economic system, (3) business machines, (4) business mathematics, (5) communications, (6) communication tools, (7) duplication, (8) filing, (9) legal terminology and documents, (10) personal growth and development, (11) shorthand and transcription, and (12) typewriting. A comprehensive bibliography is included. This document is available for $1.70 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (PS)

VT 004 777 ED (See August 1968 RIE)
Stenographic, Secretarial, and Related Occupations, Suggested Curricula Guide.

Leslie (C.E.) and Associates, Glen Head, N.Y.
Northern Illinois Univ., Dekalb
Pub Date - 67
DOCUMENT NOT AVAILABLE FROM EDRS 258p.

*CURRICULUM GUIDES, *OFFICE OCCUPATIONS EDUCATION, TEACHING GUIDES, *OFFICE OCCUPATIONS, HIGH SCHOOLS, POST SECONDARY EDUCATION, INSTRUCTIONAL MATERIALS,

The purpose of this guide is to assist those involved in administering vocational education programs in stenographic, secretarial, and related office occupations. It offers courses of study, tests, teaching materials, and other information helpful in conducting programs under current federal legislation at secondary and post-secondary levels. The guide was prepared by C.E. Leslie and Associates under contractual arrangements between the U.S. Office of Education and McGraw-Hill, Inc. Class hours, teaching suggestions, standards of achievement, prerequisites, topic outlines, and suggested texts and teaching materials are presented for 32 general, 23 specialized, and five administrative office education study units which are intended to qualify the trainee for the following jobs at three levels--(1) clerk-stenographer, stenographer-print shop, public stenographer, note reader, and stenotype operator, (2) legal, foreign-language, medical, engineering, scientific, and police stenographers, secretary, and court reporter, and (3) police department, medical department, medical, legal, education, foreign-language, scientific, engineering, executive, and social secretaries and stenopool supervisor. Curriculum synopses are included for both basic and specialized stenographic-secretarial programs. Suggested physical facilities, sources of educational materials, and a comprehensive listing of instructional and reference materials are included in the appendix. This document is available as FS5.286--86011 for $1.70 from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

DISTRIBUTIVE
EDUCATION
SECTION

VT 000 127
Sporting Goods.

Texas Univ., Austin. Industrial and Business Training
Texas Education Agency, Austin. Distr. Educ. Service
Pub Date - Nov65
DOCUMENT NOT AVAILABLE FROM EDRS 118p.

*TEXTBOOKS, *STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *SPORTS EQUIPMENT, *MERCHANDISING, HIGH SCHOOLS, POST SECONDARY EDUCATION, *INDIVIDUAL INSTRUCTION,

The purpose of this manual is to provide directed individual instruction for high school, junior college, or area vocational school distributive education (DE) students with career objectives in sporting goods merchandising. It was developed by a DE coordinator with experience in the area. Information and 35 assignments cover the subjects (1) Fishing Tackle, (2) Golf, (3) Baseball, (4) Archery, and (5) Guns and Ammunition. Each assignment contains subject title, reference, explanation, questions, and projects. A dictionary of terms for each area, except baseball, is given. The study pattern can be extended by the student, coordinator, or employer to other lines of sporting goods. The manual is self-contained and is available for $4.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (MM)

VT 001 327 ED (See August 1968 RIE)
Selected Instructional Materials for Distributive Education.

Levendowski, J. C.
California State Dep of Educ, Sacramento. Bur of Bus Educ
Council for Distributive Teacher Education
Professional Bull-7.
Pub Date - Jan66
EDRS PRICE MF-$0.25 HC-$1.64 39p.

*DISTRIBUTIVE EDUCATION, *BIBLIOGRAPHIES, *INSTRUCTIONAL MATERIALS,

Citations supplementing Bulletin No. 5, "Distributive Education Library List," (ED 012 778) were selected for distributive teacher educators, adult instructors and teacher coordinators. The publications are free or inexpensive brochures, bulletins, pamphlets and paperback books, listed by topics--(1) "Advertising and Display," (2) "Distributive Occupations and Skills," (3) "Economics," (4) "Guidance," (5) "Management," (6) "Marketing," (7) "Merchandising," (8) "Program Development," (9) "Salesmanship," and (10) "Supervision and Human Relations." (SL)

VT 002 061
Hardware Retailing, A Course of Study, Designed for Cooperative Part-Time Students Employed in Hardware Retailing.

Karnes, James B.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Oct65
MF AVAILABLE IN VT-ERIC SET 204p.

*STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *HARDWARE STORES, HIGH SCHOOLS, *RETAILING, INDIVIDUAL INSTRUCTION, *COOPERATIVE EDUCATION,

This study guide is for directed individual student use in acquiring job skills and procedures, related information, and personal-social traits necessary for a career in hardware retailing. It was developed by advisory consultants and research assistants at local and state levels. Major content areas include--(1) salesmanship, (2) management, (3) merchandising, (4) hardware, (5) tools, (6) sporting goods and recreational equipment, (7) paint and paint sundries, (8) electrical fixtures, supplies, housewares, and gifts, (9) housewares, (10) cleaning and laundry supplies, and (11) plumbing, heating, and building materials. A two-column form correlates elements of the job analysis and related information. Each of the 23 assignment sheets, covering 154 units, contains introductory information, assignment, a list of required references, and objective-type questions. Students should be juniors and seniors in high school, and the teacher should be a qualified coordinator. The suggested time allotment is 180 hours. A training plan and progress record are included. A necessary reference book, "Advanced Course in Hardware Retailing (1964 Edition)," is available for $10.00 from National Retail Hardware Association, 964 North Pennsylvania Street, Indianapolis, Indiana. The study guide is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (MM)

VT 003 182
Congratulations on Becoming a Training Sponsor.

Texas Univ., Austin. Instructional Materials Laboratory
Pub Date - Jul66
DOCUMENT NOT AVAILABLE FROM EDRS 25p.

*MANUALS, *DISTRIBUTIVE EDUCATION, *EMPLOYERS, *COOPERATIVE EDUCATION, HIGH SCHOOLS, POST SECONDARY EDUCATION,

The purpose of the manual is to serve as a guide for training sponsors of cooperative distributive education students. It was developed by the Associate Director of Research in Distributive Education at state level and includes the following information--(1) A Definition of Terms, (2) What is Distributive Education (DE), (3) Why is the DE Program Necessary, (4) What Are the Advantages of DE to the Community, (5) How Does the DE Program Operate, (6) In What Type of Businesses and Types of Jobs Do Students Train, (7) What is the Coordinator's Responsibility to You, (8) What are Your Responsibilities to the Coordinator, Students, and School, (9) How do You Train a Student in Your Organization, (10) What Should You Teach the Student-Trainee, (11) How to Teach Student-Trainees, (12) How to Supervise the Trainee's Work, (13) Advice From Other Training Sponsors, (14) What is the DE Curriculum, and (15) What Records will You be Required to Maintain on the Trainee. The manual, to be used by the training sponsor, is designed for Texas but is adaptable to other states. This document is available for 35 cents each or 25 cents each in lots of 10 or more from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (MM)

VT 003 184
Newspaper Circulation, Principles and Development of Modern Newspaper Circulation Methods.

Texas Circulation Managers Assn.
Texas Univ., Austin. Instructional Materials Laboratory
Pub Date - Oct66
DOCUMENT NOT AVAILABLE FROM EDRS 231p.

*STUDY GUIDES, *TEXTBOOKS, *DISTRIBUTIVE EDUCATION, *NEWSPAPERS, *MARKETING, HIGH SCHOOLS, ADULT VOCATIONAL EDUCATION, INDIVIDUAL INSTRUCTION,

Specific instruction for distributive education students or adults training for newspaper circulation management is provided in this book. Originally published in 1948 by the Texas Circulation Managers Association, the material was revised at the request of the State Board of Vocational Education, and the assignments were written by a distributive education teacher-coordinator. Subject areas are (1) Introduction to Newspaper Circulation Work, (2) Circulation Operation Procedure, (3) The Newspaper Carrier, His Responsibilities and Training, (4) Duties and Training of Supervisory Personnel, and (5) Country Circulation. Twenty-six assignments have questions and projects coordinated with the instructional content. This document is available for $4.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. An answer book (VT 003 183) is available from the same source for $2.50. (MM)

VT 003 265
Career Development Unit--Personal Development and Human Relations.

Sparks, Mavis C. * Chancey, Gilbert E.
Kentucky Univ., Lexington. Instructional Materials Lab.
Pub Date - Mar67
MF AVAILABLE IN VT-ERIC SET 61p.

*TEACHING GUIDES, HIGH SCHOOLS, TRANSPARENCIES, *DISTRIBUTIVE EDUCATION, *HYGIENE, *PERSONALITY, WORK ATTITUDES, *INDIVIDUAL DEVELOPMENT,

The purpose of this guide is to help teachers develop in high school distributive education students the personal characteristics, social skills, work habits, and attitudes essential to job success and advancement. It was developed by the Instructional Materials Laboratory at state level for use by certified distributive education teachers. Content areas are (1) importance of appropriate dress and grooming, (2) importance of good health habits, (3) appropriate etiquette for distributive employment, (4) practicing good ethics on the job, and (5) development of good work habits, attitudes, and relations with others. Information for student use, a bibliography, and 24 transparencies are included. (MM)

VT 003 724
Shoplifting Prevention Clinic, Instructor's Guide.

Louisiana State Dept. of Education, Baton Rouge
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 73p.

*TEACHING GUIDES, *CURRICULUM GUIDES, *DISTRIBUTIVE EDUCATION, *SHOPLIFTING, ADULT VOCATIONAL EDUCATION,

This guide is for teacher use in presenting a course in preventing shoplifting for management, supervisors, salesmen, or any other retail store employees who need the knowledge. Instructional outlines and suggestions to the instructor are coordinated in parallel columns for the units--The Problem of Shoplifting, Detecting Patterns of Dishonesty Among Consumers, Methods of Controlling Shoplifting, and Shoplifting Laws and Procedures of Apprehension and Prosecution. The course is to be taught in four sessions of 2 hours each or a total of 8 hours. A bibliography and newspaper and magazine articles about shoplifting are included. (MM)

VT 003 737
Management Group Instruction, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

Karnes, James B.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Apr67
MF AVAILABLE IN VT-ERIC SET 53p.

*STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *MANAGEMENT, HIGH SCHOOLS,

This course of study was designed for group instruction of distributive education students in the area of management. It was developed by a committee of graduate students and qualified instructors at the state level. Titles of assignment sheets, developed by an analysis of management functions, are (1) Business Organization, (2) Marketing Management, (3) Buying and Pricing, (4) Selling, Promotion and Delivery, (5) Financial Control and Consumer Credit, (6) Business Risk and Investment, (7) Production Management, (8) Employer-Employee Relationships, (9) Employer Compensation and Benefits, (10) Uses of Financial Records, (11) Budgetary Control and Business Taxation, (12) Governmental Influences, and (13) Career Planning. Each assignment sheet contains assignment, reference to a required text, and questions. Junior students should use the guide under the direction of a qualified distributive education teacher for 1 semester. A job and information analysis and progress records for student, teacher, and employer use are included. The required reference for use with the assignment sheets is "Business Principles, Organization, and Management," Tonne, Simon, and McGill, Second Edition, McGraw Hill Book Company, Gregg Division, Manchester, Missouri 63062--1963. An answer key (VT 003 738) is available for 50 cents. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (MM)

VT 004 601
Principles of Credits and Collections, Instructor's Guide.

Louisiana St Dep of Ed, Baton Rouge. Distributive Ed Sect
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 56p.

*TEACHING GUIDES, *CURRICULUM GUIDES, *DISTRIBUTIVE EDUCATION, *CREDIT, ADULT VOCATIONAL EDUCATION,

This instructional outline is for teacher use in conducting an adult class in credits and collections. The outline was prepared by the State Department of Education. The content objective is to provide an overall credit view for persons employed in, or interested in entering, credit offices. Units are (1) Introduction to Credits and Collections, (2) Advantages and Disadvantages of Credit, (3) Mercantile and Bank Credit, (4) Credit Interview, (5) Credit Investigation, (6) Accepting and Declining Applications, (7) Credit Controls, (8) Collection Procedures, (9) Credit Sales Promotion, and (10) The Credit Manager. Each unit contains (1) an instructional outline and suggestions to the instructor in parallel columns, and (2) aims and objectives, a general outline, and materials and teaching aids needed. The material is to be used by a qualified distributive education instructor of adult education classes for 20 clock hours in a classroom situation. A bibliography of textbooks and additional materials and sample handout sheets are included. (MM)

VT 004 633 ED (See August 1968 RIE)
Self-Study Program in Retail Store Operations, Units 1-13 and Study Guide.

Quaker Oats Co., Chicago, Ill.
Pub Date - 65
EDRS PRICE MF-$3.00 HC-NOT AVAILABLE FROM EDRS 777p.

*STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *FOOD STORES, *RETAILING, ADULT VOCATIONAL EDUCATION, HIGH SCHOOLS, POST SECONDARY EDUCATION, *PROGRAMED INSTRUCTION,

The purpose of this self-study program is to provide a comprehensive view of total retail food store operations and to broaden the knowledge and understanding of those in or students and others preparing to enter the food industry. It was developed by the Quaker Oats Company for its salesmen but was expanded for use outside the company. The program consists of 13 separate self-study units and a study guide. The individual units vary from 40 to 72 pages in length, and each requires about 2 hours to complete. The units are (1) The Grocery Industry, Past, Present, and Future, (2) From the Producer to the Consumer, (3) The Supermarket Today, (4) Profit and the Supermarket, (5) The Supermarket Customer, (6) The Grocery Department, (7) The Meat Department, (8) The Produce Department, (9) The Dairy Department, (10) The Frozen Foods Department, (11) The Bakery Department, (12) The Front End, and (13) Other Departments in the Supermarket. The program incorporates programed learning as the self-instruction method. In addition to programed learning the units contain text material, diagrams, and illustrations. In a study of the effectiveness of the program by Western Michigan University, a comparison of pre- and post-test results for a typical group of store employees showed a significant improvement in the knowledge level of the group. This document is available for $4.95 from The Quaker Oats Company, 345 Merchandise Mart Plaza, Chicago, Illinois 60054. (MM)

VT 004 694 ED (See August 1968 RIE)
A Two-Year Post-High School Distributive Education Program in the Wholesaling Field, Report of the Ohio Wholesale Management Development Program. Manual I, Organizing and Conducting the Program.

Logan, William B.* and others
Ohio State Dep. of Educ, Columbus. Div. of Vocat Educ.
National Assn. of Wholesalers, Washington, D.C.
Ohio State Univ., Columbus. School of Education
Pub Date - 65
EDRS PRICE MF-$0.25 HC-NOT AVAILABLE FROM EDRS 54p.

*DISTRIBUTIVE EDUCATION, POST SECONDARY EDUCATION, *PROGRAM GUIDES, EXPERIMENTAL PROGRAMS, *WHOLESALING, PROGRAM DEVELOPMENT, PROGRAM ADMINISTRATION,

The purpose of this manual is to provide a guide for organizing and operating a 2-year post-high school distributive education program for students seeking a career in the field of wholesaling. The information is based on actual experience of such a program conducted on an experimental basis on the campus of The Ohio State University for 3 years, beginning in 1961. The manual includes information on (1) factors determining objectives for the Ohio wholesale management development program, (2) establishing the need for a program on the basis of wholesaler interest and student enrollment, (3) the wholesale advisory committee--scope, characteristics, formation, and duties, (4) administration--location of the program, functions of personnel, and financing, (5) staff--qualifications, source of instructors, teaching load, and standards of instruction, (6) promotion--assistance by groups and promotional activities and materials, (7) classroom instruction--curriculum content, level of instruction, and textbooks, (8) instruction on the job--on-the-job coordination, student dismissal, and in-class progress reports, (9) students--sources, screening students, interviewing, scheduling, orienting, and housing, (10) evaluation of students, staff, and the total program. Manual Two, "Curriculum for a Program" (VT 004 695) is a companion document. Both documents are available for $1.50 each from Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210. (MM)

VT 004 695 ED (See August 1968 RIE)
A Two-Year Post-High School Distributive Education Program in the Wholesaling Field. Report of the Ohio Wholesale Management Development Program. Manual 2, Curriculum for a Program.

Logan, William B. * and others
Ohio State Dep. of Educ, Columbus. Div. of Vocat Educ.
National Assn. of Wholesalers, Washington, D.C.
Ohio State Univ., Columbus. School of Education
Pub Date - 65
EDRS PRICE MF-$0.25 HC-NOT AVAILABLE FROM EDRS 50p.

*DISTRIBUTIVE EDUCATION, POST SECONDARY EDUCATION, *CURRICULUM GUIDES, EXPERIMENTAL PROGRAMS, *WHOLESALING, TEACHING TECHNIQUES,

The purpose of this manual is to serve as a curriculum guide for planning courses for a 2-year post-high school distributive education program in the field of wholesaling. The content was developed by a research group and incorporated suggestions the instructors in an experimental program conducted on the campus of The Ohio State University for 4 years beginning in 1961. The objectives, topical outline, methods and techniques, and bibliography are included for the first-year courses in (1) Introduction to Business, (2) Marketing, (3) Economics, (4) Business Mathematics, (5) Business English, and (6) Salesmanship, and for the second-year courses in (1) Wholesaling, (2) Communications, (3) Accounting, (4) Management, (5) Business Law, and (6) Case Study. The experimental program was a result of the cooperative efforts of the Vocational Education Division of the Ohio State Department of Education, the Distributive Education Area of the Ohio Department of Education and The Ohio State University, the National Association of Wholesalers, the wholesale trade organizations, and individual wholesalers in Ohio. Manual One, "Organizing and Conducting a Program" (VT 004 694) is a companion document. Both documents are available for $1.50 each from Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210. (MM)

VT 004 697
Suggested Programs of Study for the Two Year (Plan C) High School Distributive Education Program.

Ohio State Dept of Ed, Columbus. Distributive Ed Service
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 29p.

*DISTRIBUTIVE EDUCATION, GRADE 11, GRADE 12, *CURRICULUM GUIDES,

The curriculum guide was developed by distributive education teacher-coordinators in a workshop to improve continuity and completeness of program content in Ohio. It consists of both a junior and a senior year content outline with 12 textbook references keyed to the content areas. The junior outline includes the content areas--(1) orientation, (2) history of the free enterprise system and trends in marketing, (3) economic concepts, (4) channels of distribution, (5) marketing functions, (6) mathematics for distribution, (7) business organization, (8) communications, (9) sales promotion, (10) personal development, (11) human relations, (12) salesmanship, (13) introduction to cashiering, (14) product knowledge, (15) business law, (16) business ethics, (17) preparation of goods for sale, (18) company policies, (19) occupational exploration, and (20) preemployment orientation. The senior outline includes the content areas--(1) orientation, (2) holding a job, (3) sales techniques, (4) channels of distribution, (5) merchandising, (6) sales promotion, (7) business organization, (8) management, (9) influencing factors in distribution, and (10) career planning. Each content area has the suggested time allotment indicated. The outlines are intended only as suggestions and must be adapted to local conditions. A "Statement of Belief" which defines distributive education and gives objectives and a basic design for implementing a program is included. This document is available for 50 cents from Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210. (MM)

VT 004 698
Fundamentals of Buying.

Stocking, Jessie
Ohio State Dept of Ed, Columbus. Distributive Ed Mat Lab.
Pub Date - 68
MF AVAILABLE IN VT-ERIC SET 53p.

*CURRICULUM GUIDES, TEACHING GUIDES, *DISTRIBUTIVE EDUCATION, *RETAILING, *PURCHASING, *BUYERS, HIGH SCHOOLS, POST SECONDARY EDUCATION, This manual is a teaching guide for a 2-week unit on buying for distributive education students at both high school and post-secondary levels. It was developed by a distributive education teacher-coordinator with 25 years of buying experience. The unit includes (1) a lesson plan on buying fundamentals and a project on buying, each with a lecture outline and suggested instructional methods, (2) passout materials titled "Control of Basic Stocks," "Six Months Merchandise Plan," "Sales Plan and Open-to-Buy Plan," "Merchandise Planning and Budgeting Terms," "General Instructions for a Simple Buying Plan in Ready-to-Wear," "69 Ways to Improve Merchandising Profits," and "Test on Merchandise Planning and Budgeting," and (3) a retail buying transparency set. This document is available for $1.50 from Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210. (MM)

VT 004 700
Distributive Education Guidelines for Training Plans.

Ohio State Dept of Ed, Columbus. Distributive Ed Mat Lab.
Pub Date - Sep67
MF AVAILABLE IN VT-ERIC SET 108p.

*COOPERATIVE EDUCATION, *DISTRIBUTIVE EDUCATION, *JOB PLACEMENT, WORK, GRADE 12, GRADE 11, WHOLESALING, RETAILING, *SALES OCCUPATIONS, *SERVICE OCCUPATIONS,

This booklet contains samples of training plans, developed by distributive education coordinators at the annual 1967 coordinators' conference, which may be used as guidelines in developing the individual student's training plan. The booklet was designed to be used with "Job Description--Retail Occupations, Wholesale Occupations, Service Occupations" (VT 004 701). Sample training plans for Plan B, 1-year, programs include the occupations (1) variety store, record store, supermarket, advertising, display, hotel, dry cleaning, and restaurant manager, (2) department store buyer, (3) appliance store owner, (4) retail salesperson, (5) wholesale salesman, and (6) restaurant hostess. Sample training plans for Plan C, 2-year, programs include the occupations (1) dry cleaning, variety store, and shoe store manager, (2) service station, men's wear, and direct salesman, (3) men's suits buyer, and (4) hotel manager. Each plan consists of (1) a sheet for recording student's name, occupational objective and area, training station, and training sponsor, and (2) sheets containing learning experiences and space to check the place and date of training. This document is available for $2.00 from Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210. (MM)

VT 004 701
Job Descriptions, Retail Occupations, Wholesale Occupations, Service Occupations.

Tippett, Dale
Ohio State Dept of Ed, Columbus. Distributive Ed Mat Lab.
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 108p.

*DISTRIBUTIVE EDUCATION, *OCCUPATIONAL INFORMATION, *SALES OCCUPATIONS, *SERVICE OCCUPATIONS, WHOLESALING, RETAILING, COOPERATIVE EDUCATION,

Duties and responsibilities in different areas of retailing are included in this guide for use by the distributive education coordinator, student, and store training sponsor. The information may be used to (1) give direction to the coordinator and store training sponsor in preparing specific training programs and schedules for each student, (2) assist the coordinator in counseling the student and preparing him for on-the-job training, (3) help the coordinator evaluate the student training progress, (4) guide the coordinator in evaluating the suitability of a training station, (5) encourage the training sponsor to rotate the student to new duties, (6) serve as a model for developing job descriptions, and (7) act as a reference for classroom discussion of occupations and careers. Job descriptions are given for the occupational groups--(1) food, (2) general merchandise, (3) apparel, (4) household, (5) automotive, (6) paint and hardware, (7) foodservice, (8) drug, (9) services, and (10) other retail stores such as florist, book, greeting card, office supply, jewelry, garden, and record. These job descriptions were written in 1961 by 51 Ohio distributive education coordinators. A companion manual "Distributive Education Guidelines for Training Plans" (VT 004 700) gives sample training plans for each of the area described in this manual. Both documents are available for $2.00 each from Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210. (MM)

VT 004 702
Educational Media for Distributive Education, Some Sources and Techniques.

Hephner, Thomas
Ohio State Dept of Ed, Columbus. Distributive Ed Mat Lab.
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 56p.

*DISTRIBUTIVE EDUCATION, *AUDIOVISUAL AIDS, *TEACHING TECHNIQUES, *BIBLIOGRAPHIES,

This manual presents an overview of the more popular educational media and is intended as a source for Ohio's distributive education coordinators to stimulate the learning process. All reference sources listed are available through the Materials Laboratory for Ohio Distributive Education Coordinators. Specific sources of materials for distributive education and some techniques to be used to facilitate the learning process by proper use of a specific piece of equipment or material are included for (1) 16 mm films, (2) 8 mm films, (3) filmstrips, (4) 35 mm slides, (5) records, (6) taped sound recordings, (7) overhead transparencies, (8) the opaque projector, (9) the board family--chalkboard, flannel board, hook and loop board, magnetic board, bulletin board, and flip charts, and (10) flat pictures. This document is available for $1.00 from Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210. (MM)

HEALTH
OCCUPATIONS
SECTION

VT 000 697 ED (See July 1968 RIE)
Emergency Victim Care and Rescue, Textbook for Squadmen.

Ohio State Dep of Educ, Columbus. Trade and Ind Educ Serv
Pub Date - 65
EDRS PRICE MF-$1.25 HC-$13.32 332p.

*TEXTBOOKS, *HEALTH OCCUPATIONS EDUCATION, *EMERGENCY SQUAD PERSONNEL, FIRST AID, MEDICAL SERVICES, *RESCUE, ADULT VOCATIONAL EDUCATION,

Designed for training emergency squad personnel in rescue procedures and victim care beyond basic first aid, this textbook was developed by a committee of squadmen, doctors, nurses, firemen, and state trade and industrial personnel to be used in adult training classes of full-time or volunteer squadmen. The instructional material includes 26 chapters with photographs and drawings. New medical findings regarding closed-chest heart compression, artificial respiration, first aid for laryngectomy victims, and other phases of first-aid work including the most recent rescue procedures and techniques are presented. Representative chapter titles are (1) Childbirth, (2) Common Squad Emergencies, (3) Oxygen Therapy, (4) Electrical Emergencies, (5) Waterfront Operations, (6) Records and Reports, (7) Post-Mortem Conferences, and (8) Legal Aspects. Each chapter provides an introduction to the emergency, defines terms, lists symptoms, and explains the equipment, methods, and procedures needed to adequately handle the situation. The course should be taught by a qualified squadman. An instructor's manual (VT 004 066) is available. This textbook is available for $4.15 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 004 066 ED (See July 1968 RIE)
Emergency Victim Care and Rescue, Instructor's Manual.

Ohio State Dep of Educ, Columbus. Trade and Ind Educ Serv
Pub Date - 66
EDRS PRICE MF-$0.75 HC-$7.08 175p.

*TEACHING GUIDES, *HEALTH OCCUPATIONS EDUCATION, *EMERGENCY SQUAD PERSONNEL, FIRST AID, MEDICAL SERVICES, *RESCUE, ADULT VOCATIONAL EDUCATION,

Developed at the state level by squadmen and trade and industrial personnel, this manual is for use by a qualified squadman in teaching full-time and volunteer emergency and rescue workers in an emergency squad station or training center. Teaching guides are provided for a 30-hour course on emergency victim care and a 20-hour course on victim rescue. Representative titles are (1) Emergency Childbirth, (2) Coronary Attack and Chronic Heart Failure, (3) Resuscitation--Manual and Mechanical, (4) Closed Chest Heart Compression, (5) Aerial Ladder Rescue, (6) Electrical Emergencies, and (7) Unusual Situations. Each guide contains desired results, equipment and supplies, references, and the instructional steps, introducing, presenting, applying, and checking and followup of the lesson. Supplementary materials include cartoon illustrations of principles and methods of teaching, and a sample attendance record. A required textbook (VT 000 697) is available. This manual is available for $2.50 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (JK)

HOME ECONOMICS
EDUCATION
SECTION

VT 000 923
Tips for Teaching Life and Health Insurance.

Inst. of Life Insurance, New York, N.Y. Educational Div.
Health Insurance Inst., New York, N.Y.
Pub Date - 63
MF AVAILABLE IN VT-ERIC SET 23p.

*HOMEMAKING EDUCATION, HIGH SCHOOLS, HOME MANAGEMENT, *INSURANCE, *TEACHING TECHNIQUES,

One of the 12 competencies described in 1959 by American home economists as fundamental to effective homemaking, to establish long range goals for financial security and to work toward their achievement, is the foundation for this booklet. Suggestions are presented for including family finances in the homemaking curriculum. The outlined material covers (1) the areas, the units, and the problems within the program where life and health insurance might be appropriately taught, (2) the objectives which might be adopted, (3) the concepts suitable for grades 7 to 12, (4) techniques for motivation, concept development, and evaluation, (5) a glossary of terms, and (6) a list of references. (MS)

VT 001 143
National Standard Check List for Teaching Home Safety.

Joint Saf Comm of the Amer Vocat Assn and Nat Saf Counc.
Pub Date - Jun65
MF AVAILABLE IN VT-ERIC SET 6p.

*SAFETY, *ACCIDENT PREVENTION, *HOMEMAKING EDUCATION, *CHECK LISTS, UNITS OF STUDY (SUBJECT FIELDS), TEACHING AIDS,

This checklist is designed to be used by students in evaluating safety practices in the homemaking laboratory under the sections (1) When I Sew, (2) When I Iron, (3) When I Wash Clothes, (4) When I Cook, (5) When I Use Electric Appliances, (6) For Safe Wiring, (7) For Safety Underfoot, (8) For Safe Storage Areas, (9) To Avoid Fire Hazards, (10) In Case of Fire, (11) Miscellaneous Safety Tips, and (12) For Safe Use of Products. Each sentence in each section is stated as a correct procedure to which the student responds, I do always, sometimes, never, or no opportunity by circling the letter A, S, N or O. Spaces are provided at the end of each section for adding other practices or conditions which will improve safety. (FP)

VT 001 203
Spice up Your Teaching with Variety.

Kelsay, Evangeline
Kentucky Univ., Lexington
Pub Date - Aug64
MF AVAILABLE IN VT-ERIC SET 72p.

*TEACHING TECHNIQUES, *TEACHING METHODS, *PROBLEM SOLVING, *AUDIOVISUAL AIDS, *HOMEMAKING EDUCATION,

Teaching techniques and suggestions for their use are presented to improve home economics teaching. They were compiled by graduate supervision class members and resource persons. Content areas are (1) Understanding and Using Problem Solving, (2) Understanding and

Using Teaching Techniques, (3) Understanding and Using Audio-Visual Aids, (4) Teaching Techniques, (5) Audio-Visual Aids, and (6) Factors to Check in Evaluating Depth Teaching. Specific techniques such as group dynamics, case studies, interview, anecdotal record, demonstration, field trip, dramatics, games, and supervised study are presented with description, organization, appropriate use areas, examples, advantages, and disadvantages for each arranged in parallel columns. A bibliography is included. (MS)

VT 002 020
Preparing for Employment in Child Care Services in Pennsylvania Schools.

Pennsylvania State Dept of Public Instruction, Harrisburg
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 63p.

*CURRICULUM GUIDES, *TEACHING GUIDES, *OCCUPATIONAL HOME ECONOMICS, *CHILD CARE OCCUPATIONS, CHILD CARE, *CHILD DEVELOPMENT, HIGH SCHOOLS, PROGRAM DEVELOPMENT, EDUCATIONAL FACILITIES, EDUCATIONAL EQUIPMENT, OBSERVATION, RESOURCE MATERIALS,

This curriculum guide is designed to help prepare students for employment in occupations of less than professional level in child care services. The resource materials are organized around 12 key concepts which could be easily adjusted to local situations and changing conditions. Examples of concepts are--(1) The care and guidance of children is a fundamental concern of society, (2) Concern for safety is a prime responsibility when caring for children, (3) Heredity and environment are cofactors in the growth process, and (4) Play helps a child move toward his full potential. Specific objectives, generalizations, and experiences are listed with each unit developed around a concept. The teacher must be certified to teach in a nursery or prekindergarten school and also at the secondary level. The 11th and 12th grade students should have the necessary personal qualifications, and have 1 year in a comprehensive homemaking course. The suggested time allotment is 2 years, and half the time should be spent in observation and work with young children. Also included are (1) requirements for space and facilities, (2) a list of guidelines for planning, equipping, staffing child care and development laboratories in secondary schools, (3) layout plans for child development laboratories, (4) resource lists, (5) sample evaluation instruments, and (6) certification regulations. (MS)

VT 002 274 ED (See August 1968 RIE)
Management Aide in Low-Rent Public Housing Projects, A Suggested Training Program. Manpower Development and Training Program.

Office of Educ, Washington, D.C. Div of Vocat and Tech Ed
OE-87001
Pub Date - 64
DOCUMENT NOT AVAILABLE FROM EDRS 18p.

*OCCUPATIONAL HOME ECONOMICS, HOME MANAGEMENT, FAMILY LIFE, PROGRAM DEVELOPMENT, *CURRICULUM GUIDES, TEACHING GUIDES, PUBLIC HOUSING, *MANAGEMENT AIDES,
MDTA Programs,

Resource material is provided for use in developing a training program for management aides, persons who assist housing managers of local housing authorities in orienting residents to living in a new environment. The program objective is to prepare trainees to establish working relationships with people of varying backgrounds, interpret regulations and provide information regarding community services, instruct tenants in the best methods of home management, and assist the manager in keeping records, preparing reports, and handling problems. Units are Achieving Effective Working Relationships with People, Assisting Tenants with Family Living Problems and Housing Project Life, and Additional Tasks of the Management Aide. Each unit consists of suggested training time, objectives, course unit outline, and references. The student should be a high school graduate with a background in home economics, experience in wage earning and homemaking, and sufficient maturity to deal with a variety of problems. The teacher should have home economics training, experience in teaching adults, and ability to adapt materials and methods to the level of the group. Suggested training time is 360 hours. Suggestions for planning lessons and learning experience, evaluating achievement, securing teaching facilities, and judging trainee readiness for employment are included. This document is available as FS5.287--87001 for 20 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (MS)

VT 002 454   ED (See August 1968 RIE)
Planning for the Year, the Unit, the Daily Lesson.

Simpson, Elizabeth Jane
Pub Date -   65
EDRS PRICE MF-$0.50 HC-$2.60   63p.

*CURRICULUM PLANNING, *HOME ECONOMICS EDUCATION, *TEACHING GUIDES, HIGH SCHOOLS, LESSON PLANS, CURRICULUM, EDUCATIONAL OBJECTIVES, *CONCEPT TEACHING, EVALUATION, INSTRUCTIONAL AIDS, LEARNING EXPERIENCE, RESOURCE UNITS,

In developing teaching plans, (1) scope, the major areas of content, and (2) sequence, the order in which content will be developed, must be considered. Major areas of content for a proposed curriculum plan include "roles of women" core, education for homemaking and family life, education for employment involving home economics knowledges and skills, preprofessional education, and commonalities in vocational education. Essentials of any teaching plan are discussed--objectives, content to be taught including the development of concepts and generalizations, learning experiences, teaching aids, and evaluation techniques. The following instructional materials are included--(1) a lesson using the series of structured questions for developing generalizations, (2) a vocabulary study for developing the ability to think, (3) a resource unit on personal and family relationships, (4) bulletin board ideas, (5) a bibliography, and (6) two units making use of the structured set of questions--Exploring Values That Influence Choices in the Area of Home Furnishings and Communicating Non-Verbally. A scope and sequence chart of a home economics program is given. This article is published in the "Illinois Teacher of Home Economics," volume 9, number 5, 1965. (MS)

VT 003 039
The Play School in Teaching Child Development.

Liebig, Irene * Savage, Marjorie
Pub Date - Mar58
MF AVAILABLE IN VT-ERIC SET 49p.

*CHILD DEVELOPMENT, *PRESCHOOL CHILDREN, *CHILD CARE, CHILD PSYCHOLOGY, *NURSERY SCHOOLS, *HOME ECONOMICS EDUCATION, HIGH SCHOOLS, PROGRAM DEVELOPMENT, EQUIPMENT, ACTIVITIES, OBSERVATION,

A detailed guide is presented for organizing, operating, and utilizing the play school as a tool for teaching child development to high school students. Such a program provides real experiences and takes advantage of adolescent interest in children to stimulate understanding of self and others. Objectives of the child care unit are to help students understand how growth and learning take place in young children, to provide a good environment for children in the play school, and to help students offer intelligent guidance by realizing why children behave as they do and learning to see things from a child's point of view. Generalizations to support each objective are included. Developmental characteristics of 3- to 5-year olds are discussed and specific guidelines for handling young children are listed in two columns, "Do This" and "Not This." Equipment lists, activity schedules, observation techniques, and record forms suggest supplies and procedures. A reference section lists books, pamphlets, and tests for teacher and student use. This article is published in the "Illinois Teacher of Home Economics," volume 1, number 7, 1959. (FP)

VT 003 534
Guidelines for Home Experiences.

Alaska State Dept. of Educ., Juneau. Div. of Vocat. Educ.
Pub Date - 64
MF AVAILABLE IN VT-ERIC SET 57p.

*PROGRAM PLANNING, *GUIDELINES, *HOME ECONOMICS EDUCATION, HOME VISITS, *HOME PROGRAMS, *STUDENT EXPERIENCE, HIGH SCHOOLS,

This guide is for teacher use in planning a home experience program for high school students. It was developed by the state home economics supervisor and a professor of home economics from teacher reports and materials from other states. Home experiences are usually of three types--individual, family, or community. Well directed home experiences offer opportunities for developing greater pupil responsibility, self-confidence, skill, and initiative. Content covers meaning and purpose of the home experience program, introducing the program, home visits, student conferences, ideas for home experiences, evaluation, checklist for rating a program, and references. Forms of letters to be sent to parents and students, evaluations, plans, records, and reports are included. (FP)

VT 004 654 ED (See August 1968 RIE)
Child Care and Guidance, A Suggested Post High School Curriculum.

Office of Education, Washington, D.C.
OE-87021
Pub Date - 67
DOCUMENT NOT AVAILABLE FROM EDRS 55p.

*CHILD CARE WORKERS, *OCCUPATIONAL HOME ECONOMICS, POST SECONDARY EDUCATION, INSERVICE EDUCATION, *PROGRAM PLANNING, ANNOTATED BIBLIOGRAPHIES, PROGRAM COSTS, CHILD CARE, TEACHER AIDES, PROGRAM GUIDES, CURRICULUM GUIDES, *CURRICULUM, NURSERY SCHOOLS, INSTRUCTIONAL MATERIALS, EQUIPMENT, EMPLOYMENT OPPORTUNITIES,

This guide is for teacher and administrator use in initiating post-secondary training programs in child care and guidance. The 2-year program prepares persons to serve as teacher assistants under the supervision of qualified teachers in day care centers, nursery schools, kindergartens, and child development centers. The purposes of the program are to (1) aid vocational-technical schools and community colleges in training persons to work with young children, (2) train persons for employment, (3) help trainees develop a sense of adequacy and better understanding of themselves and others, (4) orient persons to the jobs available in child care and guidance, (5) demonstrate high quality training and emphasize the importance of competent personnel in all areas of child care and guidance, (6) propose a 2-year training program or, with adaptations, a course of shorter duration, including inservice training for ongoing programs. Information is given for program objectives, advisory committees, administrative considerations, facilities and equipment, the staff, the students, the curriculum, student participation experiences, establishment of a laboratory nursery school, evaluation of student progress, and placement and followup. An annotated bibliography and sources of films, pamphlets, and periodicals are included. The appendix contains suggested course outlines, sample questionnaires for former students, lists of inexpensive materials and equipment, a glossary, and estimates of program costs. This document is available as FS5.287--87021 for 40 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (FP)

VT 005 040
Hospitality, A Course Designed for High School Students Trained in a Multiplicity of Occupational Service Skills Relating to the "Food and Lodging" Industry.

Altieri, Nicholas L.
New Jersey State Dept of Educ, Trenton. Div of Vocat Educ
Rutgers, The State Univ., New Brunswick, N.J.
Pub Date - Apr68
MF AVAILABLE IN VT-ERIC SET 82p.

*CURRICULUM GUIDES, *OCCUPATIONAL HOME ECONOMICS, *FOOD SERVICE OCCUPATIONS, *HOTEL OCCUPATIONS, HOTELS, FOOD SERVICE, HIGH SCHOOLS.

This guide is for teacher and administrator use in planning courses to prepare high school students for a cluster of hospitality occupations. The material was developed by State Department of Education personnel and high school instructors and tested as a pilot project. The growth and development, nature of the work, skill levels, and objectives of the hospitality industry are discussed. A course of study and outlines of instructional units are given for (1) Housekeeping and Building Operation and Maintenance, (2) Front Office and Uniformed Service, (3) Food Preparation, (4) Food Service, and (5) The Management Function. Although the course of study requires 3 years of training for the entire field, the course material for one semester is a complete unit and not a prerequisite for continued study. Two instructors are required. The food preparation instructor must have a minimum of 6 years of practical experience in commercial food preparation and must have achieved an experience level equivalent to a chef. The service instructor must have the necessary years of practical experience as a manager or assistant manager in a recognized food-lodging establishment. Students must have physical stamina, good health, acceptable personal appearance, and desirable traits. The appendix contains a bibliography, a glossary of terms, diagrams of facilities, and an employee rating form. The document is illustrated with photographs. This document is available for $1.00 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (FP)

INDUSTRIAL ARTS
EDUCATION
SECTION

VT 000 549
Industrial Arts and Vocational Education, Safety Manual.

Ohio Ind. Comm., Columbus. Div. of Safety and Hygiene
Ohio State Dept. of Education, Columbus
Pub Date - Aug66
MF AVAILABLE IN VT-ERIC SET 75p.

*SAFETY, *INDUSTRIAL ARTS, *TRADE AND INDUSTRIAL EDUCATION, *RESOURCE UNITS,

Industrial arts and vocational education teachers may use this loose leaf notebook as resource material on shop safety. Safety suggestions are listed for the areas of (1) automotive power and mechanics, (2) drafting, (3) electricity and electronics, (4) general safety, (5) graphic arts, (6) industrial crafts, (7) metals, and (8) wood shop. Also included are a student injury report form, six sample safety posters, and a copy of "Monitor," the Commission's monthly publication. (EM)

VT 001 858
Career Education Resource Guide.

Taylor, Arlin
Napa County Superintendent of Schools, Calif.
Pub Date - Nov66
MF AVAILABLE IN VT-ERIC SET 68p.

*BIBLIOGRAPHIES, *FILMS, *FILMSTRIPS, *EDUCATIONAL RESOURCES, *INDUSTRIAL ARTS, OCCUPATIONAL INFORMATION,

This guide contains a list of business and other establishments which provide guidance or educational resources, and an annotated bibliography of educational films. For each establishment information is given for (1) availability of tours, speakers, and reference materials, (2) contact persons, (3) products, and (4) employment requirements. The bibliography lists 219 films and filmstrips categorized under the subjects--(1) auto, (2) crafts, (3) electricity, (4) mechanical drawing, (5) metals, and (6) wood. The film annotations were written by industrial arts instructors. Film sources are given. (EM)

VT 003 713
State Adopted Textbooks for Industrial Arts in Indiana.

Indiana State Board of Education, Indianapolis
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 5p.

*TEXTBOOKS, *BIBLIOGRAPHIES, *INDUSTRIAL ARTS,

Fifty-six textbooks adopted for industrial arts courses in elementary, junior high, and senior high schools for a 5-year period beginning July 1, 1967 are listed. The publication dates range from 1957 through 1966. They are categorized by courses within grade levels. Textbook title, publication date, author, publisher, contract price, and exchange price are given. (EM)

VT 003 977
Junior High School Metals, A Curriculum Guide.

Hoverson, Burton R.
Saint Paul Public Schools, Minn.
Publication-324
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 72p.

*CURRICULUM GUIDES, *INDUSTRIAL ARTS, *METALS, JUNIOR HIGH SCHOOLS,

This curriculum guide was developed by a committee of teachers for use by teachers in 180-hour junior high industrial arts metals programs. The philosophy of industrial arts education, the junior high school student, and flexible scheduling are discussed. A brief topic outline suggests content related to (1) metal mining, extraction, and production, and (2) the social effects of metals deposits and industries. Sample units presented are (1) Physical Properties of Metals, (2) Refining Iron Ore, (3) Mass Production, and (4) Occupational Information. Project plans are included for a cross peen hammer, tool tray, funnel, small parts storage rack, barbecue fork and spatula, dust pan, and cookie cutters. The appendixes contain (1) a safety rule list, (2) a safety examination, (3) a glossary of industrial terms, (4) crossword puzzles, and (5) brief stories of iron, antimony, aluminum, lead, nickel, zinc, copper, and precious metals. (EM)

VT 003 978
Wood and Plastic, A Guide for Grades 10-11-12.

Saint Paul Public Schools, Minn.
Publication-313
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 42p.

*CURRICULUM GUIDES, *INDUSTRIAL ARTS, *WOODWORKING, *PLASTICS, SENIOR HIGH SCHOOLS,

This curriculum guide was developed by a committee of teachers for use in 180-hour high school industrial arts wood and plastics programs. The units are (1) Let's Get Organized, (2) Let's Get Started, (3) Constructing With Machine Tools, (4) Upholstering, (5) Woodturning, (6) Plastics--The New Material for the New Age, (7) Mass Production, and (8) Wood Lamination. Each unit gives an explanatory introduction, objectives, a project list, equipment and aids, references, and suggested teaching methods. The teacher should be an industrial arts major, and the students should be in grades 10 through 12. Photographs, cartoons, and drawings are included. (EM)

VT 004 806
Teacher Guide for Airbrush.

Miklus, Samuel
New Jersey State Dept of Educ, Trenton. Div of Vocat Educ
Rutgers, The State Univ., New Brunswick, N.J.
Pub Date - Mar67
MF AVAILABLE IN VT-ERIC SET 82p.

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*TEACHING GUIDES, *INDUSTRIAL ARTS, *ILLUSTRATORS, *AIRBRUSHES, HIGH SCHOOLS, STUDENT PROJECTS,

This guide was prepared by an individual teacher and the Division of Vocational Education for use in teaching airbrush techniques in art classes. Sections are (1) objectives, (2) general information, (3) equipment and materials, (4) preparation of projects, (5) procedure for setting up equipment, (6) the airbrush process, (7) cleaning and maintenance, (8) errors--causes and remedies, (9) nine illustrated rendering projects, and (10) photo retouching. The projects were designed to provide practice with even tones and with graduated tones on pyramids, cylinders, spheres, cubes, and two-material flanged cylinders. Lists of airbrush manufacturers and sources of equipment and supplies are included. This document is available for $1.50 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (EM)

TRADE AND INDUSTRIAL EDUCATION SECTION

VT 000 440
Supervised Study Guide in Cabinetmaking.

Texas Univ., Austin. Industrial Education Dept.
Texas Education Agency, Austin. Industrial Educ Div.
Pub Date - Jul66
DOCUMENT NOT AVAILABLE FROM EDRS 148p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *CABINETMAKERS, GRADE 11, GRADE 12, STUDENT RECORDS, INDIVIDUAL INSTRUCTION, *COOPERATIVE EDUCATION, *CABINETMAKING,

This study guide is for individual student use in cooperative training for juniors and seniors in cabinetmaking programs in area vocational or technical high schools. This second edition was developed by an instructional materials specialist and an advisory committee at the state level. The content objective is to develop the related technical knowledge necessary for an entry-level cabinetmaker. The units are (1) General Shopwork, (2) Cutting Stock with Hand Tools, (3) Assembly Work, (4) Sharpening Hand Tools, (5) Finish Work, (6) Blueprint Reading, (7) Layout, and (8) Power Tools. The assignment sheets within each unit give the aim, introductory information, references, and questions. The material is to be used by individual students under teacher supervision for 2 years or 360 directed study hours. The teacher should have normal education for high school coordinators. Students should be employed in cooperative programs. Supplementary materials include a progress record for recording completed job experiences and related study topics and a bibliography of required references. An answer book (VT 000 439) is available for the study guide. This document is available with "Unit Tests for Supervised Study Guide in Cabinetmaking" (VT 000 438) for $4.70 from the Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (HC)

VT 000 714
Electronics, Learner's Manual.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 112p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICAL OCCUPATIONS, *ELECTRONICS, HIGH SCHOOLS, APPRENTICESHIPS, POST SECONDARY EDUCATION, TESTS,

This study guide was designed to assist the vocational high school, apprenticeship, or post-high school student in individual study of related technical information in electronics. The material was developed by a state-wide committee of local supervisors and instructors. An assignment outline presents 21 lesson titles with reading and problem assignments keyed to Nadon and Gelmine, "Industrial Electricity," (Van Nostrand, 1951) supplemental information sheets, and work sheets containing study questions. Some lesson titles are (1) Power Supplies, (2) Amplifiers, (3) Oscillators, (4) Photosensitive Devices, (5) Motor Control, and (6) Test Equipment. Study techniques for the use of this manual are suggested. The student should have a knowledge of basic electricity and be planning to enter or presently working in electronics or applied areas. The instructor should be a skilled tradesman. This document is available for $1.05 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 905
Supervised Study Guide in Meatcutting.

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Industrial Educ Div.
Pub Date - Sep66
DOCUMENT NOT AVAILABLE FROM EDRS 105p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *MEAT CUTTERS, *MEAT, HIGH SCHOOLS, INDIVIDUAL INSTRUCTION, *COOPERATIVE EDUCATION,

This guide is for student use in studying the related technical information of the meatcutting trade in high school cooperative training programs. It was developed by an instructional materials specialist and trade advisory committee at the state level. Units of instruction are (1) Routine Shop Work, (2) Meat Grinding and Slicing, (3) Wholesale Cuts, (4) Retail Cuts, (5) Poultry and Fish, (6) Packaging, and (7) Handling and Displaying Meats. Assignment sheets in each unit give the lesson subject, aim, introductory information, references, and questions. Information sheets are used to present material which is not available or not suitably presented in the references. Unit tests are to be assigned by the teacher when the student has completed a group of assignments. The material is to be used by individual students under teacher supervision for 2 years or 360 hours of directed study. The teacher should have normal education for high school coordinators, and the students should be in grade 11 or grade 12 and employed in a cooperative program with an occupational goal of becoming a learning meatcutter. Supplementary materials include a 2-year job and class progress record and a bibliography of required references and other material. Unit tests are available in VT 000 904, and answers to test and study guide questions are available in VT 000 903. This document is available with the unit tests (VT 000 904) for $5.00 from the Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (HC)

VT 001 627
Auto Mechanics Group Instruction, Instructor's Guide for Use with a Course of Study for Students in Auto Mechanics.

Baugrud, Kim
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Oct66
MF AVAILABLE IN VT-ERIC SET 34p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTO MECHANICS (OCCUPATION), *MOTOR VEHICLES, HIGH SCHOOLS, GROUP INSTRUCTION, *COOPERATIVE EDUCATION,

This instructor's guide provides an organized group instructional procedure for teacher use in high school or post-high school cooperative education programs in auto mechanics. It was developed by a statewide development committee and research assistants, designed by subject matter specialists and teacher educators, and field tested. It provides resource material to supplement class discussion topics in the student manual (VT 001 628). The assignment sheet keys provide answers to student assignment sheets, suggested supplementary assignments, and visual aids, and other resources. The material is to be used by the instructor in a 1-year program, and, since it is intended as a basic guide, should be adapted to the individual instructor's needs. The instructor should be a competent vocational teacher, and the students should be juniors in high school with proper prerequisites. The document is mimeographed. Lists of automotive instructional aids and specification manuals are included. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (HC)

VT 001 628
Auto Mechanics Group Instruction, A Course of Study Designed for Students Preparing for or Presently Employed in Auto Mechanics.

Karnes, James B.
Missouri Univ., Columbia. Dept of Industrial Education
Missouri State Dept. of Education, Jefferson City
Pub Date - Oct66
MF AVAILABLE IN VT-ERIC SET 75p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTO MECHANICS (OCCUPATION), HIGH SCHOOLS, JOB ANALYSIS, GROUP INSTRUCTION, *COOPERATIVE EDUCATION, *MOTOR VEHICLES,

Students may use this guide in studying technical and related information in high, post-high, or area vocational school auto mechanics programs. It was developed at the state level by a committee and research assistants and has been field tested. The 23 assignment sheets contain introductory statements, assignments, references, and discussion questions. The questions guide the student to the important aspects of the reading assignments and form a basis or guide for classroom discussions. Representative assignment sheet titles are (1) Basic Components of the Automobile, (2) Automobile Engine Components, (3) Engine Service, (4) Clutches and Clutch Service, and (5) Air Conditioning. An information sheet is included on job management. The material is to be used on a group or class basis in conjunction with experience in actual repair situations of an automobile or component parts under teacher supervision for 1 year or 180 days. Teachers should be vocationally competent, and students should be in grade 11 or 12 and have proper prerequisites. Supplementary materials include a list of references and a trade analysis. A second study guide (VT 002 080) has been developed for individual study. It is based on the same references and has the same assignments with objective-type questions which may be used for test purposes with this study guide. An answer key (VT 002 081) which locates the question reference sources is available for both study guides. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (HC)

VT 001 663
A Basic Plan for the Organization and Management of Instruction in Vocational Offset Printing.

Mississippi State Dep of Voc and Tech Educ, State College
Mississippi State Univ., State College. Curriculum Lab.

Pub Date - Oct67
MF AVAILABLE IN VT-ERIC SET 57p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *PRINTERS, *OFFSET LITHOGRAPHY, HIGH SCHOOLS, OCCUPATIONAL INFORMATION,

This guide is for teacher use in planning a course and developing instructional materials for trade preparatory offset printing in the secondary schools. It was developed by two trade instructors and the instructional laboratory staff by identifying the major areas of the trade and grouping the basic manipulative activities and information necessary for intelligent job performance into instructional blocks. This is a preliminary draft to be revised after review by instructors and an industrial committee. The course objective is to develop knowledges and skills that qualify the trainee for employment as an advanced learner in the trade. The analysis of operations and related instruction are outlined in instructional blocks--(1) Composition, (2) Camera, (3) Mashing and Stripping, (4) Platemaking, (5) Presswork, (6) Binding, and (7) Comprehensive Problem. The suggested number of hours assigned to each block indicates the relative amount of emphasis on each area in its relation to the total 1,080-hour training period. The teacher should be trade competent with teaching skills, and the students should be those who want, need, and are able to profit from the training. Student selection should be based on tests, school records, and personal interview. Supplementary materials include lists of recommended texts, suggested references, equipment, and supplies. This document is available for $1.00 from Curriculum Laboratory, Box NU, State College, Mississippi 39762. (HC)

VT 001 829
Mechanic, Electronic (Industrial), Suggested Guide for a Training Program.

Chambers, W. W.
Office of Education, Washington, D.C.
Pub Date - 65
MF AVAILABLE IN VT-ERIC SET 42p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRONIC MECHANICS, *ELECTRONICS, POST SECONDARY EDUCATION, PROGRAM PLANNING,
MDTA Programs,

This curriculum guide is for administrator and teacher use in organizing courses and developing course content for post-high school programs to prepare persons for employment as electronic mechanics. It was developed by the Ohio State University under contractual arrangements with the U.S. Office of Education Division of Vocational and Technical Education. The objectives of the course are to prepare trainees to (1) solve mathematics problems involved in electronic work, (2) read, interpret, and use electronic drawings, and (3) understand and make practical applications of the fundamentals of electricity, electronics, and electronic and magnetic controls. Some of the 7 units are (1) Basic Mathematics for Electronics, (2) Fundamentals of Electricity, and (3) Fundamentals of Electronic Controls. Each unit gives the suggested training time, objectives, and subject matter outlines. The time allocations for each unit within the 2,000 hour course may be changed to meet trainee and community needs. The teacher should understand the philosophy, objectives, and requirements of the program and meet state teacher certification requirements. Students should have a high school education or maturity as needed to profit from training and have satisfactory scores on the General Aptitude Test Battery B-359. Suggestions for teaching the course, a list of references, and suggested equipment, tools, supplies, and training facilities are included. (HC)

VT 002 042
Offset Lithography, A Course of Study Designed for Cooperative Part-Time Students Employed in Lithographic Occupations.

Karnes, James B.
Missouri Univ., Columbia. Dept of Industrial Education
Pub Date - Apr64
MF AVAILABLE IN VT-ERIC SET 139p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *PRINTERS, *OFFSET LITHOGRAPHY, *COOPERATIVE EDUCATION,

This study guide is for student use in preparatory or service training courses for offset lithographers. It was developed by research assistants and an advisory consultant. Assignment sheets cover (1) History of Offset Printing, (2) Offset Printing as a Vocation, (3) Accidents and Health Hazards, (4) Methods of Type Composition and Reproduction, (5) Job Planning, Artwork, and Layout, (6) Proofreading and Legal Restrictions, (7) Basic Photograph Processes in Lithography, (8) Line and Halftone Photography, (9) Film Developing, (10) Negative Corrections, Stripping, and Opaquing, (11) Platemaking, (12) Papers and Inks for Offset Printing, (13) Fundamentals of Offset Presswork, (14) Makeready on Offset Presses, (15) Operation of an Offset Press, (16) Offset Press Troubles, (17) Offset Duplicators, and (18) Bindery Operations. Assignment sheets give assignment, references, and questions. Instruction time required is 180 class hours. The instructor should be a qualified coordinator. Students should be at least high school juniors. Supplementary materials include a reference bibliography, an analysis of offset printing, and a progress record. Answers for this guide are available in VT 002 052 for 50 cents. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (EM)

VT 002 045
Electrical Appliance Servicing Group Instruction, A Course of Study, Designed for Students Preparing for or Presently Employed in Electrical Appliance Servicing Occupations.

Stevens, Marion P.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dept. of Education, Jefferson City
Pub Date - Sep66
MF AVAILABLE IN VT-ERIC SET 77p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICAL APPLIANCE SERVICEMEN, *HOME APPLIANCES, HIGH SCHOOLS, *GROUP INSTRUCTION,

This study guide is for 11th or 12th grade student use in a 180-hour electrical appliance service course. It was developed by research assistants and an advisory consultant for use in group instruction. Assignment sheets including reading assignments, references, and questions cover (1) Basic Tools and Materials and Their Uses, (2) Fundamental Principles of Electricity, (3) Safe Practices and Repair Procedures, (4) Home Electrical Wiring, (5) Signals and Alarms, (6) Electric Heaters, Blankets, Heating Pads, and Irons, (7) Electric Water Heaters, (8) Electric Toasters, Blenders, Coffee Makers, Shavers, Knife Sharpeners, Popcorn Poppers, Can Openers, Skillets, and Waffle Irons, (9) Electric Broilers, Roasters, and Ranges, (10) Electric Motors, Motor Trouble, and Repair, (11) Electric Fans, Blowers, and Vacuum Cleaners, (12) Food Mixers and Sewing Machines, (13) Electric Ironers, (14) Electric Garbage Disposers and Dishwashers, (15) Conventional Washing Machines, (16) Automatic Washer Operation and Service, (17) Automatic Clothes Dryers, (18) Theory of Electrical Refrigerator Operation, (19) Electric Refrigerator Components, Repair, and Servicing, (20) Home Freezers, and (21) Air Conditioners. An analysis of the course in two-column form correlates what the worker should be able to do and what the worker should know. An answer key (VT 002 046) is available for 50 cents. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (EM)

VT 002 050
Chef, A Course of Study, Designed for Cooperative Part-Time Students Employed in Food Service Establishments.

Karnes, James B.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dept. of Education, Jefferson City
Pub Date - Jan64
MF AVAILABLE IN VT-ERIC SET 124p.

CURRICULUM, *FOOD, *COOKS, *STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *COOPERATIVE EDUCATION, GRADE 11, GRADE 12,

This study guide is for use by junior and senior high school students in preparatory programs for the vocation of chef. It was developed by an advisory consultant and research assistants at the local and state levels and has been field tested and revised periodically. Twenty-one assignment sheets, each containing information, assignment, references, and questions, cover 97 units in the subject areas--(1) The Chef, (2) Operation and Care of Equipment and Facilities, (3) Selection and Preparation of Food, and (4) Organization, Planning, and Purchasing. A two-column analysis form correlates what the worker should be able to do and what the worker should know. This material is to be used by individual students under teacher supervision for 180 hours. A bibliography of references and self evaluation forms are included. An answer key (VT 002 051) is available for 50 cents. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (FP)

VT 002 072
Cabinetmaking, A Course of Study Designed for Cooperative Part-Time Students Employed in Cabinetmaking Trades.

Kirby, Jack * Robinson, Orin
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dept. of Education, Jefferson City

Pub Date - Jan65
MF AVAILABLE IN VT-ERIC SET 166p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *CABINETMAKERS, *CABINETMAKING, GRADE 11, GRADE 12, *COOPERATIVE EDUCATION,

This study guide is for use by preparatory or cooperative students at the secondary or post-secondary level. It was developed by teacher educators and research assistants with help from a consultant committee. Unit titles are (1) The Cabinetmaker and His Work, (2) Selection, Use, and Care of Hand Tools, (3) Selection, Use, and Care of Basic Power Equipment, (4) Specialized Cabinetmaking Equipment, (5) Safety for the Cabinetmaker, (6) Tool Sharpening, (7) Reading Drawings and Planning the Work, (8) Estimating Material and Calculating Costs, (9) Lumber and Lumber Processing, (10) Plywood, Veneers, and Special Materials, (11) Framing Square and Geometric Layout, (12) Wood Joinery, (13) Construction of Cabinets and Built-Ins, (14) Construction of Cabinet Parts and Special Features, (15) Furniture Manufacturing, (16) Finishing Procedures, (17) Doors, Windows, and Sash Construction, (18) Sash, Trim, and Frames, (19) Fasteners and Hardware, (20) Adhesives, (21) Furniture Restoration and Refinishing, and (22) The Small Woodworking Enterprise. Assignment sheets for each unit include the assignment, references, and objective-type questions. Supplementary materials include a job analysis and a progress record. Students should be at least high school juniors, and the teacher should be a qualified coordinator or trade teacher in this 180-day course. An answer key (VT 002 073) is available for 50 cents. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (EM)

VT 002 076
Printing, A Course of Study Designed for Cooperative Part-Time Students Employed in Printing Shops.

Karnes, James B., ed.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - May63
MF AVAILABLE IN VT-ERIC SET 146p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *PRINTERS, *PRINTING, GRADE 11, GRADE 12, *COOPERATIVE EDUCATION,

This study guide is for use by individual preparatory or cooperative students at the secondary or post-secondary level. It was developed by teacher educators and research assistants with help from a consultant committee. Assignment sheet titles are (1) History of Printing, (2) Printing as a Vocation, (3) Accident and Health Hazards, (4) The California Job Case, (5) Characteristics of Type and Spaces, (6) The Printer's System of Measurement, (7) The Process of Setting Type, (8) The Handling of Type, (9) Processing Good Proofs, (10) Standard Proofreaders' Marks, (11) Distribution, (12) Printing Layouts, (13) Paper, (14) Job Composition, (15) Imposition and Lock-Up, (16) Letterpresses, (17) Platen Press Preparation, (18) Bindery Room Operations, (19) Printing Plates, (20) Typecasting Machines, (21) Linotype Matrix Mechanisms, (22) Linotype Casting Mechanism, (23) Linotype Distribution Mechanisms, (24) Problems in Linotype Operation, and (25) Printing--Buying, Selling, and Producing. Each assignment sheet gives the assignment, references, and objective-type questions. Suggested time allotment is 180 days. An analysis of the necessary jobs and related information and progress records for use by student, teacher, and employer are included. An answer key (VT 002 075) is available for 50 cents. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (EM)

VT 002 077
Sheet-Metal, A Course of Study Designed for Cooperative Part-Time Students Employed in Sheet Metal Occupations.

Karnes, James B.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Jan67
MF AVAILABLE IN VT-ERIC SET 142p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SHEET METAL WORKERS, *SHEET METAL WORK, HIGH SCHOOLS, JOB ANALYSIS, *COOPERATIVE EDUCATION, INDIVIDUAL INSTRUCTION,

This study guide is for student use in related occupational instruction for the sheet metal trade in high school cooperative education programs. It was developed by a committee of teacher coordinators and teacher educators from an analysis of the trade and has been field tested and periodically revised. The 18 assignment sheets are designed to facilitate individual instruction and contain introductory paragraphs to develop interest, explanations of the importance of the assignments, references, learning activities, and objective-type study questions. Representative titles are (1) Sheet Metal Fabricating Materials, (2) Sheet Metal Seams and Hems, (3) Measurement, Linear and Angular, (4) Layout Tools, and (5) Triangulation. Information sheets are provided on Fire Extinguishers, First Aid, Safety, and Establishing and Operating a Sheet Metal Business. The material is to be used by individual students under teacher supervision for 1 year of 180 days. The teacher should be a qualified coordinator or competent trade teacher, and the student should be in the eleventh or twelfth grades and employed as a cooperative education student in the sheet metal trade. Supplementary materials include a list of references, an analysis of sheet metal work, and progress records for use by the student, teacher, and employer. Answers to study questions are available in VT 002 058. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (HC)

VT 002 080
Auto Mechanics Individual Study, A Course of Study Designed for Cooperative Part-Time Students Employed in Auto Mechanics Occupations.

Karnes, James B.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Jul66
MF AVAILABLE IN VT-ERIC SET 126p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTO MECHANICS (OCCUPATION), *MOTOR VEHICLES, HIGH SCHOOLS, JOB ANALYSIS, *COOPERATIVE EDUCATION, INDIVIDUAL INSTRUCTION,

This study guide is for individual student use in related instruction in high school cooperative education programs in auto mechanics. It was developed by a committee of teacher coordinators and teacher educators through an analysis of the trade and has been field tested and periodically revised. The 23 assignment sheets are designed to facilitate individual instruction and contain introductory paragraphs to develop interest, explanations of the importance of the assignments, references, learning activities, and objective-type study questions. Representative assignment sheet titles are (1) Basic Components of the Automobile, (2) Automobile Engine Components, (3) Engine Service, (4) Clutches and Clutch Service, and (5) Automotive Air Conditioning. An information sheet is included on job management. The material is to be used by individual students under teacher supervision for 1 year of 180 days. The teacher should be a qualified coordinator or competent trade teacher. The students should be grade 11 or grade 12 students who are enrolled in a cooperative education program and employed in a phase of auto mechanics. Supplementary materials include a list of references, an analysis of the auto mechanics trade, and progress records for use by student, instructor, and employer. A second study guide (VT 001 628) has been developed for group study. Answers to study questions are available in VT 002 081. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (HC)

VT 002 085
Meat Cutting, A Course of Study Designed for Cooperative Part-Time Students Employed in Meat Cutting.

Karnes, James B.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - May65
MF AVAILABLE IN VT-ERIC SET 136p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *MEAT CUTTERS, HIGH SCHOOLS, POST SECONDARY EDUCATION, JOB ANALYSIS, *COOPERATIVE EDUCATION, INDIVIDUAL INSTRUCTION, *MEAT,

Related occupational information for meat cutting students in high school or post-high school cooperative education programs is presented. It was developed by a committee of teacher coordinators and teacher educators through an analysis of the trade and has been field tested and periodically revised. The 16 assignment sheets, designed for individual instruction, contain informative paragraphs, explanations of the importance of the assignments, references, learning activities, and objective-type questions. Examples of assignment sheet titles are (1) Sanitation in the Meat Department, (2) Preparing Retail Beef Cuts, (3) Preparing Fish and Shellfish, (4) Refrigeration, Curing, and Storage of Meat, and (5) Advertising, Displaying, and Selling Meat. Information sheets are included on retail meat cutters, fresh and frozen fish, and selling meat products. The material is to be used by individual students under the supervision of a qualified coordinator or competent trade teacher for one year or 180 days. The student should be in grade 11 or grade 12, have proper prerequisites, and be employed in meat cutting in a cooperative education program. Supplementary materials include a list of references, an analysis of the retail meat cutting trade, and a student progress record. Answers to assignment sheet questions are available in VT 002 084. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (HC)

VT 002 086
Building Trades, A Course of Study Designed for Students in Building Trades Classes.

Prater, Robert L. * and others
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Jun63
MF AVAILABLE IN VT-ERIC SET 120p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *BUILDING TRADES, GRADE 11, GRADE 12,

This guide is for student use in related instruction classes for the building trades job cluster covering carpentry, masonry, electricity, plumbing, plastering, and painting. It was developed by a committee and research assistants. Of the 46 assignment sheets 24 are on carpentry. Representative titles are (1) Essential Preparation for Building a House, (2) Principles and Methods of Framing for Floors, (3) Principles of Partitions Construction, (4) Special Roof Framing Problems, (5) Interior Trim and Finish, (6) Mixing, Pouring, and Finishing Concrete, (7) Fundamentals of Electrical Work, (8) Layout and Installation of House Sewers and Drains, (9) Applying Plaster, and (10) Application of Paint and Wall Coverings. Each assignment gives introduction, assignment, reference, and questions. Instructors should be vocationally competent, and students should be juniors with proper prerequisites. The suggested time allotment is 180 days. An analysis of the skills and knowledge for each of the major areas and a reference bibliography are included. An instructor's guide (VT 002 087) is available for 50 cents. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (EM)

VT 002 087
Building Trades, Instructor's Guide, For Use with A Course of Study for Students in Building Trades.

Prater, Robert L. * and others
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Jun63
MF AVAILABLE IN VT-ERIC SET 94p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *BUILDING TRADES, GRADE 11, GRADE 12,

This instructor's guide is for teacher use with a companion study guide (VT 002 086). It is divided into the same areas in the same sequence as the student's manual--carpentry, masonry and concrete, electrical construction, plumbing and pipefitting, plastering, and painting and decorating. Key sheets correspond to the 46 assignment sheets in the student manual, and each contains a key to the study questions by reference to a specific text and page, suggested supplementary assignments, suggested visual aids, and other instructional aids. In addition, 11 objective-type tests with answers are included. This document is available for 50 cents from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (EM)

VT 002 089
Painting and Decorating, A Course of Study Designed for Cooperative Part-Time Students Employed by Painters and Decorators.

Karnes, James B.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dept. of Education, Jefferson City.
Pub Date - May66
MF AVAILABLE IN VT-ERIC SET 99p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *PAINTERS, GRADE 11, GRADE 12, *COOPERATIVE EDUCATION,

This study guide is for use by preparatory or cooperative students in painting and decorating courses. It was developed by teacher educators and research assistants with help from a consultant committee. Assignment sheet titles are (1) The Paint Industry, (2) Health and Safety, (3) Tools and Equipment, (4) Surface Preparation, (5) Paint Mixing, (6) Paint Application, (7) Finishing Wood with Shellac, Varnish, and Lacquer, (8) Color Harmony, (9) Color Styling, (10) Special Finishes, (11) Wall Coverings, (12) Estimating, and (13) The Paint Contractor. Each assignment sheet gives an assignment, reference, and objective-type questions. The suggested time allotment is 180 days. The teacher should be a qualified coordinator or trade teacher and students should be at least high school juniors with the proper prerequisites. A job and information analysis and progress records for use by student, teacher, and employer are included. An answer key VT 002 088 is available for 50 cents. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (EM)

VT 002 097
Institutional Food Service Supervisor, A Course of Study Designed for Cooperative Part-Time Students Employed in Institutional Food Service.

Karnes, James B., ed.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Aug63
MF AVAILABLE IN VT-ERIC SET 160p.

*TRADE AND INDUSTRIAL EDUCATION, *FOOD SERVICE SUPERVISORS, *STUDY GUIDES, *FOOD, *COOPERATIVE EDUCATION, GRADE 11, GRADE 12,

This course of study is designed for use by junior and senior high school students preparing for the occupation of institutional food service supervisor. Local and state subject matter specialists developed, tested, and periodically revised the program. Eighteen assignment sheets, each containing information, assignment, references, and questions, cover (1) The Food Service Supervisor, (2) Nutrition, (3) Function and Source of Food, (4) Menus and Diets, (5) Food Purchasing, (6) Principles of Food Preparation, (7) The Preparation of Food, (8) Serving the Food, (9) Records and Costs, (10) Sanitation, Safety, and Equipment, and (11) Advancement and Career Opportunities. What the worker should be able to do is correlated with what the worker should know in 2-column form. A bibliography of references and progress records for use by teacher, student, and employer are included. The material is to be used by the individual student under teacher supervision for 180 hours. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (FP)

VT 002 267
Automotive Body Repairman, Suggested Guide for a Training Course.

Roney, Maurice W.
Office of Education, Washington, D.C.
Pub Date - 65
MF AVAILABLE IN VT-ERIC SET 38p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTO BODY REPAIRMEN, *MOTOR VEHICLES, POST SECONDARY EDUCATION, PROGRAM PLANNING,
MDTA Programs,

This curriculum guide is for administrator and teacher use in planning and developing a post-high school course to prepare persons for employment as auto body repairmen. It was developed by the Oklahoma State University under contractual arrangements with the U.S. Office of Education Division of Vocational and Technical Education. Some of the nine instructional units are (1) Automotive Metals, (2) Frame Straightening, (3) Refinishing Processes, and (4) Glass Removal and Replacement. Each unit gives the classroom and shop time allocation, objectives, unit outline, suggested shop exercises, and study references. The time allocations serve to indicate the relative emphasis to be placed on each area and may be changed to adapt the course to local conditions and to the background of the trainees. The course is designed for 245 hours of classroom and 1,515 hours of shop work. The teacher must have experience in automotive body repair, and the student should have manual dexterity and an appreciation of quality workmanship. The U.S. Employment Service General Aptitude Test Battery for automotive body repairmen is suggested as an aid in trainee selection. Suggestions for teaching the course, a list of references and films, and suggested machines, tools, equipment, supplies, and training facilities are included. (HC)

VT 002 612
Radio and Television Servicing.

Mulder, J. M. * and others
Alabama Univ., University. Dept. of Trade and Ind. Educ.
File-1497.
Pub Date - Jul67
MF AVAILABLE IN VT-ERIC SET 140p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *TELEVISION REPAIRMEN, *RADIO, TELEVISION, GRADE 11, GRADE 12, *COOPERATIVE EDUCATION,

This guide is for 11th and 12th grade student use in studying radio and television repair in high school cooperative education programs. It was developed by a statewide committee of trade and industrial education coordinators and designed by subject matter specialists and teacher educators from study guides originally produced in separate volumes for radio and television. The purpose of the manual is to serve as a record of progress for the on-the-job training and to direct the study of job-related information. The units of study are (1) Basic Electricity and Electronics, (2) Radio, and (3) Television. Each unit contains assignment sheets with study questions and references keyed to a bibliography. The questions are designed to teach the student how to study the literature pertaining to his occupation. Additional information is provided in seven sheets on topics such as the electron theory, transistor theory, and the color television system. The material is to be used by individual students under certified teacher supervision for 2 years or 360 hours. The mimeographed document contains a trade analysis and progress record, a bibliography, and supplementary references. This document is available for $2.25 from Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486. (HC)

VT 002 687
A Basic Plan for the Organization and Management of Instruction in Vocational Bricklaying.

Mississippi State Dept of Vocat Education, State College
Pub Date - Sep67
MF AVAILABLE IN VT-ERIC SET 32p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, HIGH SCHOOLS, *BRICKLAYERS, CURRICULUM DEVELOPMENT,

This planning guide is for teacher use in planning a course and developing instructional materials for trade preparatory bricklaying in the secondary schools. It was developed by a curriculum committee of trade instructors by identifying the major segments of the trade and grouping the basic manipulative tasks and information necessary for intelligent job performance into instructional blocks. This preliminary draft is to be reviewed by instructors and an industrial committee, and revisions suggested will be incorporated into the published form. The course objective is to develop knowledges and skills that prepare the trainee for entry into the trade at a beginner's level. The analysis of operations and related instruction are outlined in 16 instructional blocks, some of which are (1) American Bond Wall, (2) Concrete Blocks, (3) Brick Patterns, (4) Chimneys, (5) Terra Cotta Tile, and (6) Arches. The suggested number of hours assigned to each block indicates the relative amount of emphasis on each area in its relation to the total 1,080-hour training period. The teacher should be trade competent with teaching skills, and the students should be those who want, need, and are able to profit from the training. Selecting students should include testing, examining, school records, and interviewing. Supplementary materials include lists of recommended tests, suggested reference books, equipment, and tools and supplies. This document is available for $1.00 from Curriculum Laboratory, Box NU, State College, Mississippi 39762. (HC)

VT 002 761
Auto Mechanics, Part I, Workbook.

Menconi, Joseph, W. * O'Connell, John A.
California State Dept of Ed, Sacramento. Bur of Ind Ed
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 117p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *APPRENTICESHIPS, *AUTO MECHANICS (OCCUPATION), *MOTOR VEHICLES, AUTO MECHANICS,

The technical information in this study guide was planned under the direction of the State Educational Advisory Committee for the Automotive Trades and written by two auto mechanics instructors for use as related classroom instruction in the auto mechanics apprentice training program. The units are (1) The Apprentice and His Trade, (2) Mathematics for Auto Mechanics, (3) Tools of the Trade, (4) Petroleum -- General Lubrication, (5) Frames, Springs, and Suspension Systems, (6) Tires, Wheels, and Steering Systems, and (7) Brakes. The units are divided into topic assignments. Each topic has an assignment from reference books, an introduction, a section of related information, and a list of checkup questions for student self-evaluation. In addition, topics in The Apprentice and His Trade include group discussion questions, and topics in Mathematics for Auto Mechanics include problem solving work assignments. The study of this 144-hour course by indentured apprentices on a group or individual basis is to be directed by a qualified journeyman of the trade. Line-drawing and photographic illustrations are included in certain topics. A list of required and recommended instructional materials contains books, bulletins, and films. Testbooks and final examinations are available to the instructor. Auto Mechanics, Part 4 (VT 002 990) is also available. This document is available for $2.00 from Bureau of Industrial Education, California State Department of Education, 721 Capital Mall, Sacramento, California 95814. (HC)

VT 002 893 ED (See August 1968 RIE)
Numerical Control of Machine Tools, An Instructor's Guide.

California State Dep of Educ, Sacramento. Bur of Ind Educ
Pub Date - 67
EDRS PRICE MF-$0.75 HC-$7.88 195p.

*CURRICULUM GUIDES, *TEACHING GUIDES, *NUMERICAL CONTROL, TRADE AND INDUSTRIAL EDUCATION, MACHINISTS, *MACHINE TOOLS, TECHNICAL EDUCATION, JUNIOR COLLEGES, INSTRUCTIONAL MATERIALS,

In a summer workshop, junior college instructors and industrial supervisors developed this guide for teacher use in a 3-semester-hour course at the junior college level. The course objectives are to (1) upgrade journeymen in machine tool operation, maintenance, and tooling, and (2) acquaint manufacturing, supervisory, planning, and maintenance personnel and advanced vocational-technical students with numerical control. Course units are (1) Introduction to Numerical Control, (2) Numerically Controlled Machines, (3) Control Systems, (4) Tooling, (5) Machine Operator's Responsibility, (6) Feed, Speed, and Horsepower, (7) Coordinate Definition of Part Geometry, (8) Number Systems, (9) Part Programing, (10) Manuscript Preparation, (11) ADAPT and the Computer, and (12) Summary. Each unit gives objectives, suggestions for introducing and presenting the unit, a resource unit, audiovisual aids, instructional aids, references, and student activities. Supplementary materials include (1) 47 class handouts, (2) a report of a survey of training needs in the area of numerical control, (3) a sample test, (4) a standard answer sheet, (5) a final examination, and (6) a glossary of terms. Many photographs, line drawings, and illustrations are included. (EM)

VT 002 907
A Guide for Use in Developing Training Programs in Machine Shop.

Mississippi State Dept. of Vocat. Educ., State College
Mississippi State Univ., State College. Curriculum Lab.
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 132p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION *METAL MACHINING OCCUPATIONS, HIGH SCHOOLS, CURRICULUM DEVELOPMENT,

This guide is for teacher use in planning a course and developing instructional materials for trade preparatory machine school programs in secondary schools. It was developed by trade instructors in a curriculum conference by formulating a job analysis and identifying instructional content. The Curriculum Materials Laboratory staff compiled, edited, and extended the work of the conference. The purpose of the course is to develop knowledges and skills necessary to meet beginning employment standards. It is outlined in trade practice and trade knowledge topics in instructional blocks titled (1) Bench Work, (2) Power Saw, (3) Engine Lathe, (4) Shaper, (5) Mill, (6) Grinding, (7) Drill Press, and (8) Welding. The suggested number of hours assigned to each block indicates the relative amount of emphasis on each area in relation to the total 1,080-hour training period. The instructor should be occupationally up-to-date with at least 2 years of work experience beyond the learner's level. Students should be those who want, need, and are able to profit from the training. Selecting students should include testing, examining school records, and interviewing. Supplementary materials include lists of recommended texts and reference books, a job analysis, an outline of applied mathematics and science, a progress chart, and a machine and equipment list. This document is available for $2.00 from Curriculum Laboratory, Box NU, State College, Mississippi 39762. (HC)

VT 002 940
Carpentry, Cabinet and Millwork. D.O. Series Progression Chart, no. 76.

Stone, P. O. * and others
Alabama Univ., University. Dept. of Trade and Ind. Educ.
File-540.
Pub Date - Jun63
MF AVAILABLE IN VT-ERIC SET 163p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *CARPENTERS, *CABINETMAKING, GRADE 11, GRADE 12, *COOPERATIVE EDUCATION,

This study guide is to direct the individual study of high school juniors and seniors in cooperative education programs in carpentry and cabinet and mill work. It was developed by a statewide committee of trade and industrial education coordinators and designed by subject matter specialists and teacher educators. The 123 job sheets are grouped into units titled (1) Maintain Hand Tools and Equipment, (2) Maintain Machine Tools and Equipment, (3) Size and Square to Dimensions, (4) Make Joints with Hand and Machine Tools, (5) Miscellaneous Construction, (6) Gluing and Clamping, (7) Metal Fastenings, (8) Wood Turning, (9) Surface Decoration, (10) Upholstery, (11) Wood Finishing, and (12) Millwork Projects. Each job sheet is indexed to an occupational analysis and progression record and provides the job title, related study references, and study questions designed to give the student definite direction in his reference reading. Eleven drawing problems are included. The material is to be used by individual students under teacher supervision for 2 years or 360 hours. This mimeographed document is available for $2.00 from Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486. (HC)

VT 002 990
Auto Mechanics, Part 4, Workbook.

California State Dept of Ed, Sacramento. Bur of Ind Ed
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 111p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTO MECHANICS (OCCUPATION), AUTO MECHANICS, *MOTOR VEHICLES, ADULT VOCATIONAL EDUCATION, *APPRENTICESHIPS,

The technical information in this study guide is for use in related technical classroom instruction in the auto mechanics apprentice training program. The material was planned under the direction of the State Educational Advisory Committee for the Automotive Trades and written by trade instructors. The units are (1) Fuel Systems, (2) Carburetion, (3) Crankcase Vents and Manifolds, (4) Basic Electricity, (5) Batteries, (6) Automotive Lighting Systems, (7) Ignition Systems, (8) Starters and Starting Motors, (9) Generators, (10) Generator Controls, (11) Automotive Accessories, and (12) Engine Tune-Up. Units are divided into study topics, each of which contains an assignment from reference material, an introduction, a section of related information, and check-up questions for student self evaluation. Photographic and line-drawing illustrations are included in the related information. Space for checking completed topics is provided in the study guide index. The study of this 144-hour course by indentured apprentices on a group or individual basis is to be directed by a qualified journeyman of the trade. Recommended supplementary instructional materials for the apprentice are listed. Testbooks and final examinations are available to the instructor. Auto Mechanics, Part I, (VT 002 761) is also available. This document is available for $2.10 from Bureau of Industrial Education, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814. (HC)

VT 003 185
Industrial Technical Mathematics I for Electricians.

Electricians Vocational School, Bloomington, Ind.
Indiana State Dept. of Public Instruction, Indianapolis.
Indiana State Univ., Terre Haute. Instr. Materials Lab.
Pub Date - 64
MF AVAILABLE IN VT-ERIC SET 83p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICIANS, *MATHEMATICS, TESTS, INDIVIDUAL INSTRUCTION, *APPRENTICESHIPS,

The purpose of the course, designed for apprentice programs, is to provide the necessary training in the fundamentals of mathematics needed by the electrician. This book of assignment sheets was developed by a vocational coordinator, a vocational director, and members of an electricians' joint apprenticeship committee. The course was designed around the concept and philosophy of using individual assignment sheets to allow each student to progress at his own rate and to enable the teacher to devote most of his time to individual instruction. Each of the 14 assignment sheets provides the student with the references, assignment, and technical terms. Tests, to be used to identify the mathematical ability of the student, and answer sheets are included for each assignment. This book is for teacher use only. The students are to use the assignment, test, and answer sheets in loose, unbound form. When the student completes an assignment sheet, he returns it to the teacher and secures the test. After taking the test, the student is given the next assignment sheet. This document is available for $1.05 from Division of Industrial Education, Indiana State University, Terre Haute, Indiana 47809. "Industrial Technical Mathematics II" (VT 003 188) is available. (HC)

VT 003 186
Carpentry, Building Trades Area.

Building Trades Teachers and Journeymen Carpenters of Ind
Indiana State Dept. of Public Instruction, Indianapolis
Indiana State Univ., Terre Haute. Instr. Materials Lab.
Pub Date - 65
MF AVAILABLE IN VT-ERIC SET 111p.

*CURRICULUM GUIDES, *TEACHING GUIDES, STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *CARPENTERS, *CARPENTRY, HIGH SCHOOLS,

This curriculum guide was designed to aid the instructor in orienting students to and preparing them for entrance into the carpentry trade through experiences in practical construction and study of technical related information. The material was developed by building trades teachers and journeymen carpenters in a workshop under the supervision of the Supervisor of Trade and Industry. The units are (1) Form Building, (2) Floor Framing, (3) Wall Framing, (4) Roof Framing and Sheathing, (5) Exterior Covering and Trim, (6) Insulation, (7) Interior Finish, (8) Stair Building, and (9) Scaffolding. Each unit has assignment sheets with objectives, textbook references, related technical information topics, on-the-job information and work topics, and a student study guide. Emphasis is on light or resident-type construction, and a building project is used as the vehicle for instruction. The course is designed for day school trade classes. The students enrolling in the course should be high school juniors at least 16 years of age who intend to complete 2 years of training and enter the trade. Basic references and supplementary materials are listed in the bibliography. A suggested list of hand tools and equipment and the by-laws and articles of incorporation for the Vocational Building Trades, Inc. are included. This document is available for $1.00 from Division of Industrial Education, Indiana State University, Terre Haute, Indiana 47809. (HC)

VT 003 187
Basic Vacuum Tube and Transistor Theory for Electronics. (Revised Edition).

Electronics Vocat. Technician School, Bloomington, Ind.
Indiana State Dept. of Public Instruction, Indianapolis
Indiana State Univ., Terre Haute. Instr. Materials Lab.
Pub Date - 62
MF AVAILABLE IN VT-ERIC SET 81p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRONIC TECHNICIANS, *TRANSISTORS, *VACUUM TUBES, THEORIES, INDIVIDUAL INSTRUCTION,

The purpose of this course is to introduce the electronic technician student to the principles of operation of the vacuum tube and transistor. The guide was developed by a vocational coordinator and a committee from industry using notes from instructors who have taught the course. It was designed on the concept and philosophy of using individual assignment sheets to allow each student to progress at his own rate and to enable the teacher to devote most of his time to individual instruction. Assignment sheets for each of the 24 lessons provide the student with an introduction, textbook references, a materials list, a schematic drawing, job procedures, and study questions. The appendix contains charts and schematic drawings related to the lessons. This manual is for teacher use only. The students are to use the assignment sheets in loose unbound form, returning each completed sheet to the teacher and taking the next one. Students should be admitted to the course only upon satisfactory completion of a proficiency test on basic AC-DC electronic theory. This document is available for 90 cents from the Division of Industrial Education, Indiana State University, Terre Haute, Indiana 47809. (HC)

VT 003 188
Industrial Technical Mathematics II for Electricians.

Electricians Vocational School, Bloomington, Ind.
Indiana State Dept. of Public Instruction, Indianapolis.
Indiana State Univ., Terre Haute. Instr. Materials Lab.
Pub Date - 64
MF AVAILABLE IN VT-ERIC SET 45p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICIANS, *MATHEMATICS, INDIVIDUAL INSTRUCTION, *APPRENTICESHIPS,

The purpose of this course is to develop the fundamental skills of algebra as applied to the problems of the electrician's trade. This study guide was developed by a vocational coordinator, a vocational director, and members of an electricians' joint apprenticeship committee. It was designed on the concept and philosophy of using individual assignment sheets to allow each student to progress at his own rate and to enable the teacher to devote most of his time to individual instruction. Each of the 35 assignment sheets provides the student with the textbook references and assignments. An algebra textbook and an electrician's mathematics textbook are used as references. The assignment sheets are increasingly difficult so that the course may be used for both apprentice and journeyman electrician training programs. This book is designed for teacher use only. The student is to use the assignment sheets in loose unbound form. When he completes an assignment sheet, he returns it to the teacher and secures the next one. Tests are included periodically to identify the mathematical ability of the student. This document is available for 65 cents from the Division of Industrial Education, Indiana State University, Terre Haute, Indiana 47809. "Industrial Technical Mathematics I" (VT 003 185) is available. (HC)

VT 003 190
Basic Mathematics for Electronics.

Electronics Vocational School, Bloomington, Ind.
Indiana State Dept. of Public Instruction, Indianapolis.
Indiana State Univ., Terre Haute. Instr. Materials Lab.
Pub Date - 63
MF AVAILABLE IN VT-ERIC SET 109p.

TEACHING GUIDES, *CURRICULUM GUIDES, STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRONIC TECHNICIANS, *MATHEMATICS, *ELECTRONICS, HIGH SCHOOLS, TESTS, INDIVIDUAL INSTRUCTION,

This course for use in electronic technician programs was designed to develop skill and knowledge in the use of fundamental mathematical skills for the solving of basic electronic problems. This revised teaching guide was prepared by an individual author after teaching the course and using the material for 2 years. It was developed on the concept and philosophy of using individual assignment sheets to allow each student to progress at his own rate and to enable the teacher to devote most of his time to individual instruction. Each of the 36 2-hour lessons has a teaching outline and a student assignment sheet. The outlines provide the textbook reference, discussion topics, the current homework assignment, and the advanced assignment. The assignment sheets contain the textbook reference, an introduction, new terms, the assignment, and the advanced assignment. Sample assignment subjects are Simple Electrical Circuits-Working with Formulas, Electrical Measurement, Graphs-Simultaneous Linear Equation, and Electrical Power. This book is designed for teacher use only. The student is to use the assignment sheets in loose unbound form. After he completes an assignment sheet, he returns it to the teacher and secures the next sheet. Tests are included periodically to identify the mathematical ability of the student. This document is available for $1.50 from Division of Industrial Education, Indiana State University, Terre Haute, Indiana 47809. (HC)

VT 003 191
Basic A-C D-C for Electronics.

Electronics Vocational School, Bloomington, Ind.
Indiana State Dept. of Public Instruction, Indianapolis
Indiana State Univ., Terre Haute. Instr. Materials Lab.
Pub Date - Jan64
MF AVAILABLE IN VT-ERIC SET 116p.

*TEACHING GUIDES, *CURRICULUM GUIDES, STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRONIC TECHNICIANS, MATHEMATICS, THEORIES, ELECTRONIC EQUIPMENT, *ELECTRONICS, EXPERIMENTS, INDIVIDUAL INSTRUCTION,

Teaching outlines and assignment sheets are used in this revised teaching guide to direct the student in basic A-C D-C theory in a beginning course in electronic technician training. The course was developed by a vocational coordinator and an electronics instructor in cooperation with the staff of the Trade and Industrial Instructional Materials Laboratory. The electronic theory presented includes a study of simple circuits, series and parallel courses, vacuum tube voltmeters, milliammeters, signal generators, scopes, and other instruments. Reactance, capacitance, and other units are also included. Job experiments illustrating theory and use of these instruments are included. Mathematics is introduced at the time it is needed to understand the theory and work the lab experiments. The teacher's outlines include the lesson introduction and objectives, mathematics references, electronics references, and lab experiment titles. The student assignment sheets provide introduction and objectives, references, materials and equipment list, experiment procedures, and study questions. A bibliography of related textbooks is included. This document is available for $1.00 from Division of Industrial Education, Indiana State University, Terre Haute, Indiana 47809. (HC)

VT 003 192
Basic Vacuum Tube and Transistor Application for Electronics.

Electronics Vocat. Technician School, Bloomington, Ind.
Indiana State Dept. of Public Instruction, Indianapolis.
Indiana State Univ., Terre Haute. Instr. Materials Lab.
Pub Date - 64
MF AVAILABLE IN VT-ERIC SET 63p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRONIC TECHNICIANS, TRANSISTORS, VACUUM TUBES, *ELECTRONICS, HIGH SCHOOLS, EXPERIMENTS, ASSIGNMENTS, INDIVIDUAL INSTRUCTION,

The purpose of this course is to introduce the high school electronic technician student to the applications of vacuum tubes and transistors. This study guide was developed by a vocational coordinator and personnel of the electronic industry. The course was designed on the concept and philosophy of using individual assignment sheets to allow each student to progress at his own rate and to enable the teacher to devote most of his time to individual instruction. Emphasis is placed upon audio application and the study of RF, IF, and oscillator circuits. The lessons are experimental in nature. Assignment sheets for each of the 19 lessons provide a lesson introduction, textbook references, a materials list, a schematic drawing, and job procedures. Questions are given at the end of each job to test the student's comprehension of the completed work. Mathematics and theory are included and taught as needed. This book is designed for teacher use only. The student is to use the assignment sheets in loose unbound form. When he completes an assignment sheet, he returns it to the teacher and secures the next sheet. The student taking the course should have mastered the theory and basic understanding of the vacuum tube and transistor in previous courses. This document is available for 85 cents from the Division of Industrial Education, Indiana State University, Terre Haute, Indiana 47809. (HC)

VT 003 193
Blueprint Reading and Sketching.

Louisiana Vocat. Curriculum Develop. and Res. Center
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 121p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *PIPE FITTERS, *BLUEPRINTS, ADULT VOCATIONAL EDUCATION,

This study guide presents (1) textual information on sketching and drafting, (2) exercises consisting of questions about included drawings, (3) information and job sheets for 12 pipe layout assignments, (4) a glossary of terms and symbols, and (5) textual information on values, flanges, and gaskets. Portions have been reprinted from an earlier edition originating in Oklahoma. The guide was designed for use with courses for adult welder or petroleum industry workers. Time allotment is 100 hours. Line drawings are used to illustrate the assignments. This document is available in single copy only for $2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (EM)

VT 003 266
The Framing Square.

Giuliano, R. James
Rutgers, The State Univ., New Brunswick, N.J.
Pub Date - Feb67
MF AVAILABLE IN VT-ERIC SET 122p.

*STUDY GUIDES, *TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, *CARPENTERS, RAFTERS, HIGH SCHOOLS, *INDIVIDUAL INSTRUCTION, TESTS, Framing Square,

This study guide-textbook was developed to direct the individual study of the vocational high school student in a 1-year course of related technical instruction in carpentry. It explains, by means of illustrations and detailed instructions, the various markings on the framing square and the purposes for which it is used by the craftsman in the course of his daily work. The material was prepared by a vocational-technical high school department head and tested in classroom use. The units are (1) Description, Principles, Terminology, (2) Principles and Practices of Rafter Layout, (3) The Equal-Pitch Gable Roof, (4) The Equal-Pitch Hip Roof, (5) The Equal-Pitch Intersecting Roof, (6) Other Uses of the Framing Square, and (7) Summary of Roof Information. Each unit contains lesson assignment sheets with the specific lesson objective, the related information, and assignments. A test is provided at the end of each unit. The teacher should have a science and carpentry background. This document is available for $1.50 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, N.J. 08903. (HC)

VT 003 268
Mathematics I for Masons.

Heppa, Victor
New Jersey State Dept of Educ, Trenton. Vocational Div.
Rutgers State Univ., New Brunswick, N.J. Curric Lab.
Pub Date - Jul59
MF AVAILABLE IN VT-ERIC SET 182p.

*STUDY GUIDES, TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, HIGH SCHOOLS, *BRICKLAYERS, *PRACTICAL MATHEMATICS, ASSIGNMENTS, *INDIVIDUAL INSTRUCTION, This study guide-textbook was developed to direct the individual study of the vocational high school student in a 1-year course in mathematics related to masonry work. The material was prepared by a vocational-technical high school instructor and tested by classroom use. Units are Fractions, Decimal Fractions, Square Measure, and Cubic Measure. The lessons within each unit have information sheets and assignment sheets. Information sheets provide the student with the specific lesson objective, the related information, and sample problems. Assignment sheets present problems for student practice. A comprehensive test is provided for each unit. Answers to the assignment sheet problems and the unit tests are given in an answer section. The teacher should have a science and masonry background. This document is available for $1.50 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (HC)

VT 003 269
Auto Body Repair, I.

Radvany, John E.
New Jersey State Dept of Educ, Trenton. Vocat Div.
Rutgers State Univ., New Brunswick, N.J. Curric Lab.
Pub Date - Jun62
MF AVAILABLE IN VT-ERIC SET 180p.

*STUDY GUIDES, TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, *AUTO BODY REPAIRMEN, *MOTOR VEHICLES, HIGH SCHOOLS, *INDIVIDUAL INSTRUCTION,

This study guide-textbook was developed to direct individual student study in a 1-year course and serve as a reference manual and handbook for persons interested in learning the automotive body repair trade. It was prepared by the principal especially for the students at the New Jersey School for the Deaf and has been tested in the classroom. Various phases of the automotive trade which are closely allied to body repairing and found to be important to the overall development of the skilled craftsman are presented. The units are (1) Shop Orientation, (2) Care of Shop and Tools, (3) Materials and Parts of the Automobile, (4) Removal and Assembly, (5) Refinishing, (6) Care of the Finish, (7) Metal Repair, and (8) Acetylene Welding. Each unit contains lesson assignment sheets with the specific lesson objective, the related information with illustrations, and assignments. A test is provided at the end of each unit. To be most helpful, this material should be combined with teacher demonstration and supervision of the manipulative skills required by the trade. The teacher should have a science and automobile body repair background. A glossary of trade terms with phonetic spelling is given. Suggested classroom references are listed. This document is available for $1.50 from Vocational-Technical Division Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (HC)

VT 003 270
A Guide for Use in Developing Training Programs in Vocational Automotive Mechanics.

Mississippi State Univ., State College. Curriculum Lab.
Mississippi State Dept. of Vocat. Educ., State College

Pub Date - Aug66
MF AVAILABLE IN VT-ERIC SET 98p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTO MECHANICS (OCCUPATION), *MOTOR VEHICLES, HIGH SCHOOLS,

The purpose of this curriculum guide is to encourage the development of a more efficient instructional program in automobile mechanics for the secondary school by assisting the instructor in making lesson plans for lectures and demonstrations and in planning shop activities. A statewide curriculum committee of trade instructors used findings from a trade analysis as a basis for developing the materials. The purpose of the course is to prepare the student to meet beginning employment standards. The major divisions are (1) Orientation, Basic Operations, Welding, (2) Engine Rebuilding, (3) Electrical System, (4) Fuel System, (5) Cooling System, (6) Power Train, (7) Suspension System, (8) Steering System, (9) Brakes, and (10) Heating and Air Conditioning. Each division includes a topical outline of trade principles, selected descriptions of trade practice, an equipment list, and a supplies list. The course is designed for a 2-year program with 1,080 hours of group instruction and with time designations for group shop activity within each division. The teacher should be occupationally up-to-date with at least 2 years of work experience beyond the learner's level. The students should have made a definite vocational choice for the trade. Topic outlines are included for related mathematics and science. The appendixes contain a bibliography, trade analysis, student rotation plan, and proficiency chart. This document is available for $2.00 from Curriculum Laboratory, Box NU, State College, Mississippi 39762. (HC)

VT 003 388
Radio and Television Servicing, A Course of Study Designed for Cooperative Part-Time Students Employed in Radio and Television Servicing.

Campbell, B.H. * Oxley, Vincent
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Jun67
MF AVAILABLE IN VT-ERIC SET 206p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *TELEVISION REPAIRMEN, *RADIO, TELEVISION, HIGH SCHOOLS, POST SECONDARY EDUCATION, *COOPERATIVE EDUCATION, OCCUPATIONAL CLUSTERS,

This study guide is for student use in the related instruction phase of high school or post-secondary cooperative or preparatory trade and industrial education programs with a job cluster focus in radio and television servicing. It was developed by a statewide committee of subject matter specialists and teacher educators and has been periodically revised during several years of field use. The content objective is to provide a guide for the study of the technical and related occupational information basic to an intelligent understanding to the trade. The 216 job skills and procedures and technical and related information topics are correlated in parallel columns with 37 assignment sheets which provide the student with the assignment, reference, and a series of true-false, completion, multiple choice, and listing or problem-type questions. The material is to be used by individual students under teacher direction for 180 hours. The teacher should be a qualified coordinator or trade instructor, and the students must be juniors in high school with a basic course in electricity and electronics. Supplementary materials include a list of references keyed to the assignment sheets and a training plan and progress record. An answer key for the instructor is available as VT 003 387. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (HC)

VT 003 491
A Guide for Use in Developing Training Programs in Vocational Welding (Combination).

Mississippi State Univ., State College. Curriculum Lab.
Mississippi State Dept. of Vocat. Educ., State College
Pub Date - Feb67
MF AVAILABLE IN VT-ERIC SET 72p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *WELDERS, *WELDING, HIGH SCHOOLS, POST SECONDARY EDUCATION, EQUIPMENT,

This curriculum guide was prepared to assist the trade instructor in planning and developing a welding course to prepare high school vocational students for entry-level occupation as a combination welder. The material was developed by a curriculum committee from a trade analysis involving welded joints, welding positions, and types of metals to be joined. Instructional blocks are (1) Layout, (2) Oxyacetylene, (3) Burning (Oxyacetylene Cutting), (4) Brazing and Soldering, (5) Manual Metal Arc, (6) Heliarc (Tig), (7) Manual Inert Gas, and (8) Short Arc. Job sheets within each block include (1) a job assignment, (2) references, (3) trade principles, (4) equipment, (5) tools and supplies, (6) safety, and (7) trade practices. Related instruction outlines cover (1) Introduction to Welding, (2) Oxyacetylene Welding, (3) Basic Metallurgy, (4) Welds, Joints, and Positions, and (5) Blueprint Reading. The course is designed as a 2-year program with 1,080 hours of training to be taught by a teacher with at least 2 years of work experience beyond the learner's level. The program is for students who want, need, and are able to profit from instruction and who have made a definite vocational choice. Equipment and consumable supplies are listed, and a bibliography contains instructor's references, recommended textbooks, and reference books. This document is available for $2.00 from Curriculum Laboratory, Box NU, State College, Mississippi 39762. (HC)

VT 003 492
A Basic Plan for the Organization and Management of Instruction in Vocational Metal Trades.

Mississippi State Univ., State College. Curriculum Lab.
Mississippi State Dept. of Vocat. Educ., State College.
Pub Date - Apr67
MF AVAILABLE IN VT-ERIC SET 71p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *METAL MACHINING OCCUPATIONS, SHEET METAL WORKERS, WELDERS, OCCUPATIONAL CLUSTERS, HIGH SCHOOLS, POST SECONDARY EDUCATION, EQUIPMENT, This curriculum guide was prepared to assist the trade instructor in planning and developing instructional materials for a high school metal trades course organized on the occupational cluster concept and encompassing the basic knowledge and skills of the metal machining, sheet metal, and welding trades. A curriculum committee developed the material by identifying operations and informational topics within each field. The objectives of the course are to develop entry-level knowledge and skills in one of the specific occupations or to develop knowledge and skills basic to the metal trades occupational cluster. Job procedures for the instructional blocks of sheet metal, welding, and machine shop, and related instruction for applied mathematics, applied physical science, basic metallurgy, and blueprint reading are outlined. This course is designed for a 2-year program with 1,080 hours of training. Instructional procedures are recommended for the trade competent teacher. Students should have a definite vocational committment to one of the specific trades or to the metal trades occupational cluster. Necessary equipment and consumable supplies are listed, and a bibliography contains recommended textbooks and reference books for each field. This document is available for $1.00 from Curriculum Laboratory, Box NU, State College, Mississippi 39762. (HC)

VT 003 493
A Basic Plan for the Organization and Management of Instruction in Vocational Sheet Metal.

Mississippi State Univ., State College. Curriculum Lab.
Mississippi State Dept. of Vocat. Educ., State College
Pub Date - Mar67
MF AVAILABLE IN VT-ERIC SET 36p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SHEET METAL WORKERS, *SHEET METAL WORK, HIGH SCHOOLS, POST SECONDARY EDUCATION, EQUIPMENT,

This curriculum guide was prepared to assist the trade instructor in planning and developing instructional materials for a sheet metal course for training high school students for employment at a beginner's level. The material was developed by a group of instructors and tradesmen by systematically grouping the major segments of a trade analysis into instructional blocks and then into basic manipulative tasks and informational topics. The instructional blocks are (1) Measurement, (2) Layout, (3) Hand Processes, (4) Machine Processes, and (5) Welding. Each block contains an outline of operations and jobs for group, subgroup, or individual performance. Related instruction outlines are presented. The course is designed for a 2-year program with 1,080 hours of training. Instructional procedures are recommended for the trade competent teacher. Students should have a vocational committment to the sheet metal trade, a general mechanical aptitude, a course in general mathematics, and a course in mechanical drawing. Necessary equipment is listed and a bibliography contains recommended texts and suggested references. This document is available for $1.00 from Curriculum Laboratory, Box NU, State College, Mississippi 39762. (HC)

VT 003 494
A Basic Plan for the Organization and Management of Instruction in Vocational Automobile-Body Repair.

Mississippi State Univ., State College. Curriculum Lab.
Mississippi State Dept. of Vocat. Educ., State College
Pub Date - Aug67
MF AVAILABLE IN VT-ERIC SET 32p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTO BODY REPAIRMEN, *MOTOR VEHICLES, HIGH SCHOOLS, POST SECONDARY EDUCATION, EQUIPMENT,

This curriculum guide was prepared to assist the trade instructor in planning and developing instructional materials for an automobile body repair course to train high school students for employment at the advanced beginner's level. The material was developed by trade instructors by systematically grouping the major segments of a trade analysis into instructional blocks and then into basic manipulative tasks. A committee identified related informational topics. Instructional blocks include (1) Welding, (2) Body Alignment and Repair, (3) Special Body Jobs, (4) Frames, and (5) Painting. Each block contains an outline of operations and jobs for group, subgroup, or individual performance. Related instruction outline topics are included for each instructional block and for applied science and mathematics. The course is designed for a 2-year program with 1,080 hours of training. Instructional procedures are recommended for the trade competent teacher. Students should have a vocational commitment to the trade and general mechanical aptitudes. Equipment and consumable supplies are listed, and a bibliography contains recommended textbooks and suggested references. This document is available for $1.00 from Curriculum Laboratory, Box NU, State College, Mississippi 39762. (HC)

VT 003 495
A Basic Plan for the Organization and Management of Instruction in Vocational Diesel-Engine Mechanics.

Mississippi State Univ., State College. Curriculum Lab.
Mississippi State Dept. of Vocat. Educ., State College
Pub Date - Aug67
MF AVAILABLE IN VT-ERIC SET 51p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *DIESEL MECHANICS, *DIESEL ENGINES, HIGH SCHOOLS, POST SECONDARY EDUCATION, EQUIPMENT,

This curriculum guide was prepared to assist the trade instructor in planning and developing instructional materials for a course in diesel mechanics for training high school students for employment at advanced learner's level. The material was developed by trade instructors by a systematic analysis of the operations of the trade The major instructional areas are organized in blocks of operations and informational topics related to specific jobs to be performed by groups, subgroups, or individuals. The instructional blocks are (1) Block Assembly, (2) Head Assembly, (3) Electrical System, (4) Fuel System, (5) Cooling System, (6) Intake-Exhaust-Blower System, and (7) Miscellaneous. The course is designed for a 2-year program with 1,080 hours of training. Instructional procedures are recommended for the trade competent teacher. Students should have a background in mathematics and general science. Equipment and consumable supplies are listed, and a bibliography contains recommended textbooks and suggested references. The document is available for $1.00 from Curriculum Laboratory, Box NU, State College, Mississippi 39762. (HC)

VT 003 503 ED (See July 1968 RIE)
Industrial Radiography Course, Instructors' Guide, Volume 2.

Texas Agr and Mech Univ, Coll. Station. Eng Ext Service
Pub Date - 67
EDRS PRICE MF-$0.50 HC-$4.48 110p.

*RESOURCE MATERIALS, *TRADE AND INDUSTRIAL EDUCATION, *RADIATION, *RADIOGRAPHERS, TECHNICAL EDUCATION,

Information relative to the lesson plans in "Industrial Radiography Course, Instructor's Guide, Volume I" (VT 003 565) is presented on 52 information sheets including the subjects Shielding Equations and Logarithms, Metal Properties, Field Trip Instructions for Students, Welding Symbols and Sizes, Sample Report Forms, and Typical Shipping Container. The sheets were prepared by the Engineering Extension Service, Texas Agricultural and Mechanical University, College Station, Texas. They are for instructor use at the post-secondary level with students having courses in mathematics, chemistry, and physics or formal training as industrial or medical X-ray technicians. The sheets can be duplicated for class distribution, or they can be projected. They are illustrated with photographs, line drawings, and tables. A bibliography of books and films, and a glossary are included. (EM)

VT 003 509 MP 000 170
Rigging Cargo Gear. (Safety in Industry, Mechanical and Physical Hazards Series).

Netterstrom, Ralph W.
Bureau of Labor Standards, Washington, D.C.
Pub Date - 66
DOCUMENT NOT AVAILABLE FROM EDRS 27p.

*SAFETY, *STEVEDORES, INDUSTRY, *RIGGING, *TEXTBOOKS, *INDUSTRIAL EDUCATION,

This bulletin is for use as an instructional handbook for stevedores in preventing ship's cargo gear failures and resulting personal injury and property damage. One of a series on safety in industry, it was prepared in the Maritime Branch. Safe practices in rigging and using cargo handling gear are suggested for the swinging boom, burtoned loads, stress on guys, jackknifing, and preventers. The document size is 6 by 9 inches. The document is available as GPO L16.3--240 for 15 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 003 510 MP 000 171
Introduction to Industrial Safety. (Safety in Industry, Instructor Outline).

Bureau of Labor Standards, Washington, D.C.
Bull-267
Pub Date - 65
DOCUMENT NOT AVAILABLE FROM EDRS 25p.

*CURRICULUM GUIDES, *SAFETY, *INJURIES, *INDUSTRY, *INDUSTRIAL EDUCATION, The outline is for instructor use as a guide to standard presentation of safety instruction in industry. Additional information, materials, and illustrations should be included for a complete presentation. It was developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards, U.S. Department of Labor. Illustrations and basic content are included for (1) Early Injury Causes, (2) Unsafe Act--Unsafe Condition, (3) New Injury Sources, (4) Growth of Machine Age, (5) Industrial Injuries in the United States, (6) National Problem, (7) Functions of Federal and State Government, (8) The Inspector's Job, and (9) Consultative Approach. The document is available as GPO L16.3--267 for 20 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 003 511   MP 000 172
Accident Cost Control. (Safety in Industry, Instructor Outline).

Bureau of Labor Standards, Washington, D.C.
Bull-268
Pub Date -   65
DOCUMENT NOT AVAILABLE FROM EDRS   20p.

*CURRICULUM GUIDES, *SAFETY, *INDUSTRY, *ACCIDENTS, *COSTS, INDUSTRIAL EDUCATION,

This outline is for instructor use as a guide to standard presentation of an accident cost control system which will show how much accidents cost and will therefore be an important factor in determining the safety program in a plant. Additional information, materials, and illustrations should be included for a complete presentation. It was developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards, U.S. Department of Labor. Illustrations and basic content are included for (1) Direct-Indirect Costs, (2) Insurance and Uninsured Costs, (3) Element of Production, Accident Cost Concept, (4) Medical and Compensation Costs, (5) Manpower Costs, (6) Machinery, Material, and Equipment Costs, (7) Total Costs of Accidents, (8) Elements of Production--Accident Cost Form, and (9) Workers Lose. This document is available as GPO L16.3--268 for 20 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 003 512   MP 000 173
Appraising Safety Performance. (Safety in Industry, Instructor Outline).

Bureau of Labor Standards, Washington, D.C.
Bull-269
Pub Date -   65
DOCUMENT NOT AVAILABLE FROM EDRS   20p.

*SAFETY, *INDUSTRY, *CURRICULUM GUIDES, *INDUSTRIAL EDUCATION, ACCIDENTS, INJURIES, *PROGRAM EVALUATION,

The course is concerned with appraising the effectiveness of the safety program and the quality of the safety performance in industry. This instructor outline is intended only as a guide to standard presentation of the subject in sequence and basic content. Additional information, material, and illustrations should be included. Content includes use of records, use of injury rates, frequency rate definition, frequency rate computation, severity rate definition, and use of time charges, severity rate computation, and other methods of appraisal. The outline was developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards, U.S. Department of Labor. This document is available as GPO L16.3--269 for 20 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 003 514   MP 000 175
Basic Principles of Machinery Safeguarding. (Safety in Industry, Instructor Outline).

Bureau of Labor Standards, Washington, D.C.
Bull-276
Pub Date -   65
DOCUMENT NOT AVAILABLE FROM EDRS   72p.

*SAFETY EQUIPMENT, *INDUSTRY, *CURRICULUM GUIDES, *INDUSTRIAL EDUCATION, *SAFETY,

It is management's responsibility to provide adequate machine safeguarding to protect the employee. Such safeguarding should also protect the machine from damage as well as prevent loss of production. Basic principles of machine safeguarding are illustrated by means of charts. This instructor's outline provides a guide to standard presentation of the course in sequence and basic content. Additional information, materials, and illustrations should be included. Content includes why and where guards are needed, guard requirements, reasons for making and buying guards, design of guards, basic guard types, hazard control, and mechanical and operational hazards. This outline was developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards, U.S. Department of Labor. This document is available as GPO L16.3--276 for 40 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 003 515   MP 000 176
Demolition. Safety in Industry, Instructor Outline, Construction Safety Series.

Otto, Francis L.
Bureau of Labor Standards, Washington, D.C.
Bull-277
Pub Date -   66
DOCUMENT NOT AVAILABLE FROM EDRS   74p.

*SAFETY, *INDUSTRY, *DEMOLITION, CURRICULUM GUIDES, *TEACHING GUIDES, *INDUSTRIAL EDUCATION,

The sequence and basic content of a course on safety techniques in demolition are given in this instructor's outline. Additional information, materials, and illustrations should be included for a complete presentation suitable to the conditions, locality, industry, or occupational group. Black and white picture charts illustrate 47 safe and unsafe demolition practices. Each is discussed briefly. Some chart titles are (1) Unsafe Wrecking Methods, (2) Brick Cleaning, (3) Window Removal, (4) Warning

Signs, (5) Flagman, (6) No Sidewalk Protection, (7) Unsafe Ladder Use, (8) Long Chute, (9) Standing Wall Section, (10) Demolition by Clamshell, (11) Steel Framing, (12) Burning Operation, and (13) Safe Working Methods. The outline was developed in the Office of Occupational Safety. This document is available as GPO L16.3--277 for 45 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 003 516   MP 000 177
Safety Inspection Procedures. (Safety in Industry, Instructor Outline).

Otto, Francis L.
Bureau of Labor Standards, Washington, D.C.
Bull-286
Pub Date -   67
DOCUMENT NOT AVAILABLE FROM EDRS   49p.

*SAFETY INSPECTION, *SAFETY, *INDUSTRY, *CURRCULUM GUIDES, *INDUSTRIAL EDUCATION,

The basic purposes of safety inspection are to detect potential accident causes so that they may be corrected and to prevent an accident from occurring. Safety inspection procedures are illustrated by charts in this instructor's outline which provides a guide to standard presentation of the course in sequence and basic content. Additional information, materials, and illustrations should be included. Content includes (1) purpose of inspection, (2) inspection methods, (3) who inspects, (4) what guides, charts, and other aids the inspector should have, (5) what the inspector should look for, (6) reporting and recording procedures, (7) examples of what to check in a safety inspection, and (8) a plant inspection check sheet. The outline was developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. This document is available as GPO L16.3--286 for 35 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 003 518   MP 000 179
Personal Protective Equipment. (Safety in Industry, Instructor Outline).

Bureau of Labor Standards, Washington, D.C.
Bull-299
Pub Date -   67
DOCUMENT NOT AVAILABLE FROM EDRS   46p.

*SAFETY, *SAFETY EQUIPMENT, *INDUSTRY, *CURRICULUM GUIDES, *INDUSTRIAL EDUCATION,

This instructor outline consists of illustrations of protective equipment and informative material on construction requirements, use of equipment, other factors to consider for eye, head, and foot protection, and protective clothing materials. Instructions for planning the course and preparing the classroom and tips for teaching are provided. The outline was developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards, U.S. Department of Labor. This document is available as GPO L16.3--299 for 35 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 003 565 ED 015 271
Industrial Radiography Course, Instructor's Guide, Volume I.

Texas Agricultural and Mechanical Univ, College Station
Pub Date - 67
EDRS PRICE MF-$1.50 HC-$16.16 402p.

*CURRICULUM GUIDES, *TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *RADIOGRAPHERS, *RADIATION, TECHNICAL EDUCATION,

The purpose of the guide is to give maximum assistance to instructors in planning the training of licensed industrial radiographers. It was developed by the Engineering Extension Service, Texas Agricultural and Mechanical University, College Station, Texas. The 21 units include (1) industrial applications, (2) nondestructive testing methods, (3) professional ethics, (4) radiation detection instruments, (5) related mathematics, (6) effects of radiation, (7) iron and steel, (8) applications of welding, (9) contamination tests, (10) film exposure factors, (11) standards and licenses, (12) required records and reports, (13) equipment, (14) film, (15) measurement of radiographic sensitivity, and (16) transportation of radioactive materials. The 114 lesson plans each give subject, purpose, teaching aids, references, preparation of the learner, instructional topics, application, test, and summary. Students should be 18 years old and high school graduates who, whenever possible, possess proficiency in mathematics, physics, and chemistry. They must not be accident prone, emotionally unstable, or have a tendency to panic. Total lesson time required is 242 hours. A companion volume (VT 003 503) contains 52 information sheets related to the lesson plans, a glossary, and a bibliography of books and films. (EM)

VT 003 624
Basic Electricity Series, No. A (First Year), Related Training for Electrical Apprentices, Instructor's Manual.

Hedinger, Howard E.
North Carolina State Board of Education, Raleigh.
Pub Date - Jul64
MF AVAILABLE IN VT-ERIC SET 58p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICIANS, *ELECTRICITY, POST SECONDARY EDUCATION, *APPRENTICESHIPS,

This teaching guide is the first of a four-unit series to help the instructor plan and present course materials to electricians in the first year of the related technical phase of post-secondary apprenticeship training. It was developed by a curriculum committee of subject matter specialists and the educational committee of the National Electrical Contractors of North Carolina, tested on a small group, and used in apprenticeship programs. The 28 lesson plans in this guide cover Basic Mathematics and Orientation, Fundamentals of Electricity, and National Electrical Codes. Each lesson plan is outlined into a four-step method of instruction--introducing the lesson, presentiation, application, and checking and followup. The teacher of the 144-hour course should be a journeyman tradesman, and the students should be 18 years old and employed as apprentices in an electrical construction trade. Supplementary materials include lists of textbooks, library reference books, industrial bulletins, recommended films, and required tools. Correlated student assignments and information sheets, unit tests, and a final examination are given in VT 003 625. Documents of the series are listed as VT 003 624 through VT 003 631. (HC)

VT 003 625

Basic Electricity Series, No. A (First Year), Apprentice Training in Electrical Work, Related Instructional Material, Assignment Sheets and Information Sheets.

Hedinger, Howard E.
North Carolina State Board of Education, Raleigh.
Pub Date - Jun67
MF AVAILABLE IN VT-ERIC SET 102p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICIANS, *ELECTRICITY, POST SECONDARY EDUCATION, TESTS, *APPRENTICESHIPS,

This study guide, the first of a four-unit series, is for individual student use in studying technical information in the first year of the related technical phase of post-secondary electrician apprenticeship training. It was developed by a curriculum committee and the educational committee of the National Electrical Contractors of North Carolina. The material was designed by subject matter specialists, tested on a small group, and used in apprenticeship programs. Assignment and information sheets are included for 28 lessons in the areas of basic mathematics and orientation, fundamentals of electricity, and National Electrical Code. They contain textbook references, introduction and directions, and problems. The minimum class time is 144 hours per year. The teacher should be a journeyman tradesman, and the students should be 18 years old and employed as apprentices in an electrical construction trade. Supplementary materials include unit tests to be given approximately every six weeks and a final examination. Correlated lesson plans for the instructor are given in VT 003 624. Documents of the four-unit series are listed as VT 003 624 through VT 003 631. (HC)

VT 003 626

Basic Electricity Series, No. B (Second Year), Related Training for Electrical Apprentices, Instructor's Manual.

Hedinger, Howard E.
North Carolina State Board of Education, Raleigh.
Pub Date - Jun64
MF AVAILABLE IN VT-ERIC SET 51p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICIANS, *ELECTRICITY, POST SECONDARY EDUCATION, *APPRENTICESHIPS,

This teaching guide, the second of a four-unit series, is to help the instructor plan and present course material to electricians in the second year of the related technical phase of post-secondary apprenticeship training. It was developed by a curriculum committee of subject matter specialists and the educational committee of the National Electrical Contractors of North Carolina, tested on a small group, and used in apprenticeship programs. The 30 lesson plans in this guide cover Lighting and Lamps, Transformers, A.C. Motors, and National Electrical Code related to wiring installation. Each lesson plan is outlined in desired results, materials, references, introduction, presentation, application, and checking and followup. The teacher of this 144-hour course should be a journeyman tradesman, and the students should be 18 years old and employed as apprentices in an electrical construction trade. Supplementary materials include lists of textbooks and recommended films. Correlated student assignment and information sheets, unit tests, and a final examination are given in VT 003 627. Documents of the series are listed as VT 003 624 through VT 003 631. (HC)

VT 003 627
Basic Electricity Series, No. B (Second Year), for Apprentices Employed in Electrical Work, Assignment Sheets and Information Sheets.

Hedinger, Howard E.
North Carolina State Board of Education, Raleigh.
Pub Date - Jun67
MF AVAILABLE IN VT-ERIC SET 107p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICIANS, *ELECTRICITY, POST SECONDARY EDUCATION, TESTS, *APPRENTICESHIPS,

This study guide, the second of a four-unit series, is for individual student use in acquiring technical information in the second year of the related technical phases of post-secondary electrician apprenticeship training. It was developed by a curriculum committee of subject matter specialists and the educational committee of the National Electrical Contractors of North Carolina, tested on a small group, and used in apprenticeship programs. Assignment and information sheets for 30 lessons cover lighting and lamps, transformers, A.C. motors, and the National Electrical Code in terms of wiring methods. They contain textbook references and problem exercises. The teacher of this 144-hour course should be a journeyman of the trade, and the students should be 18 years old and employed as apprentices in an electrical construction trade. Supplementary materials include unit tests to be for approximately every 6 weeks and a final examination. Correlated lesson plans for the instructor are given in VT 003 626. Documents of the series are listed as VT 003 624 through VT 003 631. (HC)

VT 003 628
Basic Electricity Series, No. C (Third Year), Related Training for Electrical Apprentices, Instructor's Manual.

Hedinger, Howard E.
North Carolina State Board of Education, Raleigh
Pub Date - Jul64
MF AVAILABLE IN VT-ERIC SET 56p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICIANS, *ELECTRICITY, POST SECONDARY EDUCATION, *APPRENTICESHIPS,

This teaching guide, the third of a four-unit series, is to help the instructor plan and present course materials to electricians in the third year of the related technical phase of post-secondary apprenticeship training. It was developed by a curriculum committee of subject matter specialists and the educational committee of the National Electrical Contractors of North Carolina, tested on a small group, and used in apprenticeship programs. The 28 lesson plans in this guide cover Fundamentals of A.C. Electricity, National Electrical Code, related to installation in hazardous areas, and Motor Controls. Each lesson plan is outlined in desired results, equipment and materials, references, introduction, presentation, application, and checking and followup. The teacher of the 144-hour course should be a journeyman tradesman, and the students should be 18 years old and employed as apprentices in an electrical construction trade. Supplementary materials include lists of textbooks and recommended films. Correlated student assignment and information sheets, unit tests, and a final examination are given in VT 003 627. Documents of the series are listed as VT 003 624 through VT 003 631. (HC)

VT 003 629
Basic Electricity Series, No. C (Third Year), Apprentice Training in Electrical Work, Related Instructional Material, Assignment Sheets and Information Sheets.

Hedinger, Howard E.
North Carolina State Board of Education, Raleigh
Pub Date - Aug67
MF AVAILABLE IN VT-ERIC SET 89p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICIANS, *ELECTRICITY, POST SECONDARY EDUCATION, TESTS, *APPRENTICESHIPS,

This study guide, the third of a four-unit series, is for individual student use in acquiring technical information in the third year of the related technical phase of post-secondary electrician apprenticeship training. It was developed by a curriculum committee of subject matter specialists and the educational committee of the National Electrical Contractors of North Carolina, tested on a small group, and used in apprenticeship programs. Assignment and information sheets for 28 lessons cover fundamentals of A.C. electricity, the National Electrical Code, in terms of installation in hazardous areas, and motor controls. They contain textbook references and problem exercises. The teacher of the 144-hour course should be a journeyman tradesman, and the students should be 18 years old and employed as apprentices in an electrical construction trade. Supplementary materials include unit tests for approximately every six weeks and a final examination. Correlated lesson plans for the instructor are given in VT 003 626. Documents of the series are listed as VT 003 624 through VT 003 631. (HC)

VT 003 630
Basic Electricity Series, No. D (Fourth Year), Related Training for Electrical Apprentices, Instructor's Manual.

Hedinger, Howard E.
North Carolina State Board of Education, Raleigh
Pub Date - Mar65
MF AVAILABLE IN VT-ERIC SET 70p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICIANS, *ELECTRICITY, POST SECONDARY EDUCATION, *APPRENTICESHIPS,

This teaching guide, the fourth of a four-unit series, is to help the instructor plan and present course materials to electricians in the fourth year of the related technical phase of post-secondary apprenticeship training. It was developed by a curriculum committee of subject matter specialists and the educational committee of the National Electrical Contractors of North Carolina, tested on a small group, and used in apprenticeship programs. The 38 lesson plans in this guide cover the National Electrical Code, in terms of wiring methods, motor controls, and electronic controls. Each lesson plan is outlined in desired results, references, introduction, discussion questions, application, and checking and followup. The teacher of the 144-hour course should be a journeyman tradesman, and the students should be 18 years old and employed as apprentices in an electrical construction trade. Supplementary materials for blueprint reading for commercial and industrial installations are recommended. Correlated student assignment and information sheets, unit tests, and a final examination are given in VT 003 632. Documents of the series are listed as VT 003 624 through VT 003 631. (HC)

VT 003 631
Basic Electricity Series, No. D (Fourth Year), Electrical Apprentice Technical Training Program, Assignment Sheets and Information Sheets.

Hedinger, Howard E.
North Carolina State Board of Education, Raleigh
Pub Date - Mar65
MF AVAILABLE IN VT-ERIC SET 109p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICIANS, *ELECTRICITY, POST SECONDARY EDUCATION, TESTS, *APPRENTICESHIPS,

This study guide, the fourth of a four-unit series, is for individual student use in acquiring technical information in the fourth year of the related technical phase of post-secondary electrician apprenticeship training. It was developed by a curriculum committee of subject matter specialists and the educational committee of the National Electrical Contractors of North Carolina, tested on a small group, and used in apprenticeship programs. Assignment and information sheets for 38 lessons cover the National Electrical Code in terms of wiring methods, motor controls, and electronic controls. They contain textbook references and problem exercises. The teacher of the 144-hour course should be a journeyman tradesman, and the students should be 18 years old and employed as apprentices in an electrical construction trade. Supplementary materials for blueprint reading for commercial and industrial installations are recommended. Unit tests and a final examination are included. Correlated lesson plans for the instructor are given in VT 003 630. Documents of the series are listed as VT 003 624 through VT 003 631. (HC)

VT 003 725
Electronics Technology, Instrumentation Option, A 2-Year Post High School Curriculum.

Sowela Technical Inst., Lake Charles, La.
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 68p.

*CURRICULUM GUIDES, CURRICULUM, *TRADE AND INDUSTRIAL EDUCATION, *INSTRUMENTATION TECHNICIANS, *INSTRUMENTATION, *ELECTRONICS, TECHNICAL EDUCATION,

This curriculum guide is for teacher and administrator use in course and lesson planning for post-secondary preparatory programs in electronics instrumentation in technical institutes. It was developed by the local faculty of the Sowela Technical Institute. The courses are designed and organized to provide knowledge of the physical sciences and of control devices, and to develop the technical skills involved in their application to instrumental control of processes, systems, and operation in modern industry. The curriculum contains courses in mathematics, English, typing, general chemistry, physics, drawing, and technical writing in addition to the technical subjects of instrumentation such as (1) Mechanics, Heat, and Molecular Physics, (2) Circuit Analysis, (3) Transistors, (4) Light, Sound, Electricity, (5) Systems, and (6) Microwave-Radar. The course outlines are arranged by semester for the 2-year full-time associate degree program and provide the class and laboratory hours, description, major and topic instructional divisions, and textbooks and references. The teachers must be qualified in the respective areas, and the students must be high school graduates with a good background in mathematics or capability of learning mathematics and must be interested in electronics with occupational goals as instrumentation technicians, engineering aides or engineering associates in instrumentation, laboratory assistants, or research, electro-mechanical, or instrument field service technicians. Single copies of this document are available without charge from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (HC)

VT 003 727
Basic Machine Shop Training Course Related Study Sheets, Job Sheets, Mathematics. Unit V, Milling Machine.

Louisiana St Voc Curriculum Dev and Res Ctr, Natchitoches
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 54p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *METAL MACHINING OCCUPATIONS, UNITS OF STUDY (SUBJECT FIELDS), *MACHINE TOOLS, *PRACTICAL MATHEMATICS, POST SECONDARY EDUCATION

This guide, the fifth of a five-unit machinist training series, is for student use in studying the metal trades milling machine in post-secondary basic machine shop trade preparatory programs. It was developed by a statewide Committee of trade school instructors, and some units have been field tested. This unit, to acquaint the student with the construction and operation of the milling machine, contains 10 related study assignments, job sheets, and mathematics problem sheets on subjects such as (1) machining sheet blocks, cast iron brackets, and lopping blocks, (2) solving equations, and (3) milling flat surfaces. The related study assignments present the lesson topics, purpose, study questions, and references. The job sheets present drawings with materials lists. The material is to be used by individual students under teacher supervision for 250 instruction hours. The teacher must be qualified for machine shop instruction, and the students must be 16 years old and plan to enter employment as beginning machinists. A list of required textbooks is given. Related test sheets are presented in VT 003 726. Answers for the related study assignments and test sheets are given in VT 003 735. Documents of the five-unit series are available as VT 003 726 through VT 003 736. This document is available in single copies for $2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (HC)

VT 003 729
Basic Machine Shop Training Course Related Study Sheets, Job Sheets, Mathematics. Unit IV, Shaper.

Louisiana St Voc Curriculum Dev and Res Ctr, Natchitoches
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 57p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, UNITS OF STUDY (SUBJECT FIELDS), *METAL MACHINING OCCUPATIONS, *PRACTICAL MATHEMATICS, *MACHINE TOOLS, POST SECONDARY EDUCATION,

This guide, the fourth of a five-unit machinist training series, is for student use in studying the metal trades shaper in post-secondary basic machine shop trade preparatory programs. It was developed by a statewide committee of trade school instructors, and some units have been field tested. This unit, to acquaint the student with the operation of the shaper, contains 15 related study assignments each giving the lesson topic, purpose, study questions, and references and 17 correlated job sheets each giving the job title, purpose, procedure, and drawings with a tool and materials list. Representative topics are cutting keyways and serrations, making chock wedges and spanner wrenches, and shaping a tongue and groove. The material is to be used by individual students under teacher supervision of 100 instruction hours. The teacher must be qualified for machine shop instruction, and the students must be 16 years old and plan to enter employment as beginning machinists. A list of required textbooks is given. Related test sheets are presented in VT 003 728. Answers for the related study assignments and the test sheets are given in VT 003 725. Documents of the five-unit series are available as VT 003 726 through VT 003 736. This document is available in single copy for $2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (HC)

VT 003 731
Basic Machine Shop Training Course Related Study Sheets, Job Sheets, Mathematics. Unit II, Drill Press.

Louisiana St Voc Curriculum Dev and Res Ctr, Natchitoches
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 44p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *METAL MACHINING OCCUPATIONS, *MACHINE TOOLS, *PRACTICAL MATHEMATICS, POST SECONDARY EDUCATION, UNITS OF STUDY (SUBJECT FIELDS),

The second of a five-unit series, this guide is for student use in studying metal trades drill press work in post-secondary basic machine shop trade preparatory programs. It was developed by a statewide committee of trade school instructors, and some units have been field tested. The purpose of this specific unit is to acquaint the student with drill press construction and operation. It contains related study assignments, job sheets, and mathematics problems sheets for the assignments--(1) Use of the Drill Press, (2) Twist Drill, (3) Speeds and Feeds, (4) Tapes, and (5) Boring. The related study assignments present the lesson topic, background information, and references. The job sheets present the job title, procedure, and drawings with tool and materials lists. The material is to be used by individual students under teacher supervision for 60 instruction hours. The teacher must be qualified for machine shop instruction, and the students must be at least 16 years old and plan to enter employment as beginning machinists. A list of required textbooks is given. Related test sheets are presented in VT 003 730. An answer book for the related study assignments and test sheets is available as VT 003 735. Documents of the five-unit series are available as VT 003 726 through VT 003 736. This document is available in single copy for $2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (HC)

VT 003 734
Basic Machine Shop Training Course Related Study Sheets, Job Sheets, Mathematics. Unit I, Bench Work.

Louisiana St Voc Curriculum Dev and Res Ctr, Natchitoches
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 117p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, UNITS OF STUDY (SUBJECT FIELDS), *METAL MACHINING OCCUPATIONS, *PRACTICAL MATHEMATICS, *HAND TOOLS, POST SECONDARY EDUCATION,

This guide, the first of a five-unit machinist training series, is for student use in studying metal trades bench work in post-secondary basic machine shop trade preparatory programs. It was developed by a statewide committee of trade school instructors, and some units have been field tested. This unit, to acquaint the student with the correct use of hand tools, contains 12 related study assignments and job sheets and nine mathematics problem sheets related to bench work. The related study assignments present the lesson topic, purpose, study questions, and references and the job sheets present the job title, purpose, procedure, and drawings with a tool and materials list. Representative topics are (1) making a drill gauge, lever guides, and steel squares, (2) cutting internal openings, (3) using hand reamers and taps and dies, and (4) processing iron. The material is to be used by individual students under teacher supervision for 93 instruction hours. The teacher must be qualified for machine shop instruction, and the students must be 16 years old and plan to enter employment as beginning machinists. A list of required textbooks is given. Related test sheets are presented in VT 003 733. Answers for the related study assignments and test sheets are given in VT 003 735. Documents of the five-unit series are available as VT 003 726 through VT 003 736. This document is available in single copies for $2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (HC)

VT 003 736
Basic Machine Shop Training Course Related Study Sheets, Job Sheets, Mathematics. Unit III, Lathe.

Louisiana St Voc Curriculum Dev and Res Ctr, Natchitoches
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 117p.

*STUDY GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *TRADE AND INDUSTRIAL EDUCATION, *METAL MACHINING OCCUPATIONS, *PRACTICAL MATHEMATICS, *MACHINE TOOLS, POST SECONDARY EDUCATION,

This guide, the third of a five-unit machinist training series, is for student use in studying the metal trades engine lathe in post-secondary basic machine shop trade preparatory programs. It was developed by a statewide committee of trade school instructors, and some units have been field tested. This unit, to acquaint the student with engine lathe construction and operation, contains 17 related study assignments, job sheets, and mathematics related to lathe work. The related study assignments present the lesson topic, purpose, study questions, and references and the job sheets present the job title, purpose, procedure, and drawings with a tool and materials list. The material is to be used by individual students under teacher supervision of 330 instruction hours. The teacher must be qualified for machine shop instruction, and the students must be 16 years old and plan to enter employment as beginning machinists. A list of required textbooks is given. Related test sheets are presented in VT 003 732. Answers for the related study assignments and test sheets are given in VT 003 735. Documents of the five-unit series are available as VT 003 726 through VT 003 736. This document is available in single copy for $2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (HC)

VT 003 741
General Related Study Guide, A Course of Study Designed for Students Enrolled in Cooperative Part-Time Vocational Education.

Horine, John
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Oct65
MF AVAILABLE IN VT-ERIC SET 80p.

*STUDY GUIDES, *VOCATIONAL EDUCATION, *VOCATIONAL ADJUSTMENT, *PERSONAL ADJUSTMENT, HIGH SCHOOLS, INDIVIDUAL INSTRUCTION, *COOPERATIVE EDUCATION,

This guide is for individual student use in studying general-related and job-orientation information in high school cooperative occupational education programs. It was developed by a statewide committee of coordinators and teacher educators and has been field tested and revised periodically. The content objective is to develop those personal-social traits which are essential for successful workers. Each of the 17 assignments contains (1) a descriptive title, (2) an introduction, (3) an assignment, (4) references, and (5) questions, problems, and projects. The eight information sheets provide supplementary information for selected assignments. Representative subjects are (1) Effective Study Habits, (2) Employer-Employee Relations, (3) Contracts, (4) Using Negotiable Instruments, (5) Social Insurance, and (6) Legal Regulations for Young Workers. The teacher of the 180-hour course should be a qualified coordinator or director of job orientation, and the students should be in grades 11 or 12 and meet the criteria for cooperative occupation training programs. Assignment tests and answers to study guide and test questions are given in the coordinator's manual VT 003 742. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (HC)

VT 003 742
General Related Study Guide, Coordinator's Manual for Use with General Related Study Guide for Students Enrolled in Cooperative Part-Time Vocational Education.

Horine, John
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Oct65
MF AVAILABLE IN VT-ERIC SET 80p.

*STUDY GUIDES, *ANSWER KEYS, *VOCATIONAL EDUCATION, *VOCATIONAL ADJUSTMENT, *PERSONAL ADJUSTMENT, HIGH SCHOOLS, INDIVIDUAL INSTRUCTION, COOPERATIVE EDUCATION,

This manual was prepared to assist coordinators in using the "General Related Study Guide for Cooperative Part-Time Vocational Education Programs" (VT 003 741). It was developed by a statewide committee of coordinators and teacher educators and has been field tested and revised periodically. The course objective is to develop those personal-social traits which are essential for successful workers. A teacher's "Key" is provided for each of the 17 student study guide assignments. Each key contains (1) answers to study questions, (2) a suggested assignment for advanced students, (3) a suggested list of visual aids, (4) other aids for teaching the unit, (5) suggested speakers and topics, (6) an objective-type test for first-year students, and (7) test answers and the reference and page where the answer can be found. The references used in the study guide and sources for films are listed. The teacher directing the individual study should be a qualified coordinator, and the students should be in grades 11 or 12 and meet the criteria for cooperative occupational training programs. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (HC)

VT 003 743
Machine Shop Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Machine Shop Occupations.

Karnes, James B.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dept of Educ, Jefferson City. Voc Educ Div
Pub Date - May67
MF AVAILABLE IN VT-ERIC SET 125p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *METAL MACHINING OCCUPATIONS, HIGH SCHOOLS,

This study guide is for student use in preparatory or cooperative programs for machinist training at the entry level. It was developed by a committee of teacher educators and coordinators, field tested, and revised periodically. The analysis of necessary skills and knowledge, upon which the content is based, is presented graphically. Some of the 24 assignment sheets are (1) Machine Shop Occupations, (2) Precision Measuring Tools, (3) Layout Tools and Their Uses, (4) Iron and Steel Used in Machine Shops, (5) The Grinding Machine--Types, Construction, and Care, (6) The Lathe--Construction and Care, (7) Standard Fits, Finishes, Forms, Dimensions, and Tolerances, (8) The Shaper--Construction, Care and Use, (9) The Milling Machine--Types, Construction, and Care, and (10) Types of Work Done on the Milling Machine. Each assignment sheet gives the assignment, references, and questions. The material is to be used by individual high school juniors under teacher supervision for 180 days. Training plan and progress record forms for student, teacher, and employer use are included. An answer key (VT 003 744) is available for 50 cents. This document is available for $1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (EM)

VT 004 491 ED (See August 1968 RIE)
Apprentice Education, Related Instruction for Apprentices.

Hedinger, Howard E.
North Carolina State Bd of Educ, Raleigh. Vocat Tech Div.
Pub Date - Sep67
EDRS PRICE MF-$0.75 HC-$6.08 150p.

*PROGRAM GUIDES, ADMINISTRATOR GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SKILLED OCCUPATIONS, EDUCATIONAL PROGRAMS, POST SECONDARY EDUCATION, COMMUNITY COLLEGES, *APPRENTICESHIPS, PROGRAM DEVELOPMENT, COURSE DESCRIPTIONS, *CURRICULUM,

This program guide is for administrator use in planning and implementing effective programs of related instruction for apprentices in the North Carolina Community College System. It was developed by the Labor Department apprentice director and staff, vocational-technical instructors, and personnel from industry and designed by subject matter specialists. The objective of the related instruction program is to teach the apprentice that part of the technical information pertaining to the trade which can best be taught in the classroom. Section I includes general information concerning the purposes and the operation of apprenticeship programs and the roles of the Labor Department, advisory committees, and the local institutions. Section II contains suggested curriculums and course descriptions for related instruction for occupations in the areas of building trades, metal and plastic manufacturing, graphic arts, service trades, and public utilities. These course descriptions are grouped by trade for the basic required courses, required trade related courses, and elective courses. The required training time is given for each course. The apprenticeship programs are 3, 4, or 5 years in length and each contains a minimum of 144 hours of related instruction per year. Section III contains sample forms, references for textbooks and programed learning, national standards of many trades, and references to be used in setting up an apprenticeship program. (HC)

GENERAL VOCATIONAL AND TECHNICAL EDUCATION SECTION

VT 001 543
Study of Selected Curricula in Technical Education in Public Junior Colleges.

Guemple, John R.
Texas Education Agency, Austin. Vocational Education Div.
Pub Date - Sep64
MF AVAILABLE IN VT-ERIC SET 22p.

*CURRICULUM, *TECHNICAL EDUCATION, *JUNIOR COLLEGES,

Junior college courses, with hours per week and credit hours are listed for the following technologies--(1) air conditioning, refrigeration, and heating, (2) automotive, (3) chemical, (4) civil, (5) construction, (6) data processing, (7) drafting, (8) electrical, (9) electronic, (10) highway construction, (11) industrial, (12) industrial instrument, (13) law enforcement, (14) mechanical, (15) medical laboratory assistant, (16) medical x-ray, (17) metallurgical, (18) registered nurse, and (19) television production. The core curriculum common to most technical programs is included. The curriculums are representative of what junior colleges are doing in this field in various parts of the United States. (PS)

VT 004 029
Vocational and Technical Education for a Changing World of Work. (Sound Film Strip).

Ohio State Dep of Educ, Columbus. Trade and Ind Educ Serv
Pub Date - 66
DOCUMENT NOT AVAILABLE FROM EDRS 1 Record, 1 Filmstrip

*FILMSTRIPS, *PHONOGRAPH RECORDS, *VOCATIONAL EDUCATION, TECHNICAL EDUCATION, *EDUCATIONAL GUIDANCE, EDUCATIONAL PROGRAMS, *PUBLIC RELATIONS,

This sound filmstrip was developed by professional vocational educators and guidance personnel in cooperation with photographic consultants. It is for use by administrators, vocational supervisors, and guidance personnel for public information and guidance purposes. The set consists of one color filmstrip with 109 frames and a long-play record which explains it. The record has the same script on both sides, but one side emits audible signals for advancing the filmstrip manually while the other side emits inaudible signals for automatic filmstrip projectors. A broad view of vocational education for secondary, post-secondary, and adult students is presented. Answers are provided for such questions as (1) What are the rewards of work, (2) What is the function of the vocational counselor, (3) What are the purposes, characteristics, and scope of vocational education programs, and (4) Where does the technician fit. The record and filmstrip are available for $10.40 plus 75 cents for handling, or a magnetic tape and the filmstrip are available for $15.20 plus 75 cents for handling from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (EM)

VT 004 031
Your Future Through Vocational Education. (Sound Film Strip).

Ohio State Dep of Educ, Columbus. Trade and Ind Educ Serv
Pub Date - 66
DOCUMENT NOT AVAILABLE FROM EDRS 1 Record, 1 Filmstrip

*FILMSTRIPS, *PHONOGRAPH RECORDS, *VOCATIONAL EDUCATION, HIGH SCHOOLS, OCCUPATIONS, *OCCUPATIONAL CHOICE, *EDUCATIONAL GUIDANCE, OCCUPATIONAL GUIDANCE,

This set of sound filmstrips was produced by professional vocational educators and guidance personnel in cooperation with photographic consultants. It can be used by administrators, vocational supervisors, and guidance personnel in student selection and guidance in secondary vocational programs. The set consists of two color filmstrips having 129 frames and two long-play records which explain the filmstrips. Each record has audible and inaudible signals for use with manual or automatic equipment for advancing the filmstrips. The theme is "Life is what you make it, and work is the tool you use to shape it." Some questions answered are (1) What is it like to work, (2) What are the vocational resources in our schools, (3) Why not make a vocational choice, (4) What is vocational education, (5) What does it do for you, (6) For what does vocational education prepare you, (7) What are home economics, vocational agriculture, and distributive education, trade and industrial education, and business and office occupations education, and (8) What are the student organizations in each of these programs. Each record is identical on both sides for added record life. The two records and two filmstrips are available for $10.40 plus 75 cents for handling, or a magnetic tape and 2 filmstrips are available for $15.20 plus 75 cents for handling from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (EM)

VT 004 458 ED (See August 1968 RIE)
Vocational Talent Exercises, Part A.

George Washington Univ., Washington, D.C. School of Educ.
BR-5-0061
Pub Date - 65
EDRS PRICE MF-$0.25 HC-$1.48 35p.

*WORKBOOKS, *VOCATIONAL APTITUDE, *MECHANICS (PROCESS), APTITUDE TESTS, VISUAL DISCRIMINATION, ABSTRACT REASONING, JUNIOR HIGH SCHOOLS, *PREVOCATIONAL EDUCATION, *ANSWER KEYS,

This workbook was developed in a curriculum project, described in VT 004 454 to help junior high school students learn basic principles and concepts of mechanics and technology by means of a series of aptitude training exercises. The exercises are similar to aptitude tests except that an explanation of the underlying principle and the correct answers are provided. It is the first of four books which contain 30 exercises to be presented in 30 class periods. The text was written at the sixth grade level. The six exercises in this part cover abstract reasoning and two- and three-dimensional visualization problems similar to those found on aptitude tests. Answers are provided for each exercise. Other related documents are VT 004 455 through VT 004 471. (EM)

VT 004 459 ED (See August 1968 RIE)
Vocational Talent Exercises, Part B.

George Washington Univ., Washington, D.C. School of Educ.
BR-5-0061
Pub Date - 65
EDRS PRICE MF-$0.25 HC-$1.84 44p.

*WORKBOOKS, *VOCATIONAL APTITUDE, JUNIOR HIGH SCHOOLS, *ANSWER KEYS, *PREVOCATIONAL EDUCATION, VISUAL DISCRIMINATION, ABSTRACT REASONING, APTITUDE TESTS, *MECHANICS (PROCESS),

This workbook was developed in a curriculum project described in VT 004 454, to help young people learn basic principles and concepts of mechanics and technology by providing exercises similar to those in aptitude tests, explanations of the underlying principles, and the correct answers. It is the second of four books which present 30 exercises which were designed for 30 class periods. Information covers abstract reasoning and two- and three-dimensional visualization as it relates to basic mechanics and electricity. The exercises are multiple choice questions, line drawings, and number series. Answers and a brief explanation in support of the correct answers are in the back of the book. Other related documents are VT 004 455 through VT 004 471. (EM)

VT 004 460 ED (See August 1968 RIE)
Vocational Talent Exercises, Part C.

George Washington Univ., Washington, D.C. School of Educ.
BR-5-0061
Pub Date - 66
EDRS PRICE MF-$0.50 HC-$2.48 60p.

*WORKBOOKS, *VOCATIONAL APTITUDE, VISUAL DISCRIMINATION, READING COMPREHENSION, *MECHANICS (PROCESS), ABSTRACT REASONING, APTITUDE TESTS, JUNIOR HIGH SCHOOLS, *PREVOCATIONAL EDUCATION,

This workbook was developed in a curriculum project described in VT 004 454 to help young people learn basic principles and concepts of mechanics and technology. It is the third of four books which present 30 exercises designed for 30 class periods. The exercises, similar to those in aptitude tests, cover abstract reasoning, technical comprehension, and three-dimensional visualization. Exercise items are multiple choice questions, line drawings, and number series. Answers are available in VT 004 461. Other related documents are VT 004 455 through VT 004 471. (EM)

VT 004 462 ED (See August 1968 RIE)
Vocational Talent Exercises, Part D.

George Washington Univ., Washington, D.C. School of Educ.
BR-5-0061
Pub Date - 66
EDRS PRICE MF-$0.50 HC-$2.48 60p.

*WORKBOOKS, *VOCATIONAL APTITUDE, JUNIOR HIGH SCHOOLS, READING COMPREHENSION, VISUAL DISCRIMINATION, ABSTRACT REASONING, APTITUDE TESTS, *MECHANICS (PROCESS), *PREVOCATIONAL EDUCATION,

This workbook was developed in a curriculum project, described in VT 004 454, to help young people learn basic principles and concepts of mechanics and technology by means of a series of aptitude training exercises. It is the last of four books which present 30 exercises designed for 30 class periods. The exercises are similar to aptitude test items except that an explanation is provided for the principles involved. Exercises in this book cover abstract reasoning, technical comprehension, and three-dimensional visualization for mechanical and electrical principles and machines. Items are multiple choice or completion questions. Answers are available in VT 004 463. Other related documents are VT 004 455 through VT 004 471. (EM)

VT 004 464   ED (See August 1968 RIE)
Teacher Instructions for Vocational Talent Exercises.

George Washington Univ., Washington, D.C. School of Educ.
Pub Date -   65
EDRS PRICE MF-$0.25 HC-$0.68   15p.

*TEACHING GUIDES, *VOCATIONAL APTITUDE, *MECHANICS (PROCESS), APTITUDE TESTS, VISUAL DISCRIMINATION, ABSTRACT REASONING, READING COMPREHENSION, JUNIOR HIGH SCHOOLS, *PREVOCATIONAL EDUCATION,

This booklet was developed in a curriculum project, described in VT 004 454, to help young people learn basic principles and concepts of mechanics and technology and thus raise their trainability level. It is for use by the teacher with four workbooks, "Vocational Talent Exercises," Part A (VT 004 458), Part B (VT 004 459), Part C (VT 004 460), and Part D (VT 004 462). It provides instructions for using the workbooks to train young people in the principles and concepts which are often tested on aptitude tests. Also included are cutouts for use in Part A, Exercise 3. Other related documents are VT 004 455 through VT 004 471. (EM)

VT 004 465   ED (See August 1968 RIE)
Transportation Long Ago.

George Washington Univ., Washington, D.C.
BR-5-0061
Pub Date -   65
EDRS PRICE MF-$0.50 HC-$2.68   65p.

*HIGH INTEREST LOW VOCABULARY BOOKS, *READING, *TRANSPORTATION, PHOTOGRAPHS, ILLUSTRATIONS, *PREVOCATIONAL EDUCATION,

This historical review of transportation represents an experimental booklet of illustrations and single text for use by teachers to stimulate interest in reading and in related mechanical subject matter areas. It aims to help young people learn basic principles and concepts of mechanics and technology. Photographs and illustrations, selected from the 1900 to 1918 issues of the "Scientific American," show airplanes, trains, automobiles, ships, balloons, dirigibles, helicopters, rifles, bullets, and fire engines of that period. Advertisements for automobiles are also given. The size of the booklet is 11 inches x 17 inches. Related documents are VT 004 454 through VT 004 471. (EM)

VT 004 466   ED (See August 1968 RIE)
The Automobile.

George Washington Univ., Washington, D.C. School of Educ.
BR-5-0061
Pub Date - Sep65
EDRS PRICE MF-$0.50 HC-$3.96 97p.

*TEXTBOOKS, *MOTOR VEHICLES, *AUTO MECHANICS, *READING, JUNIOR HIGH SCHOOLS, *PREVOCATIONAL EDUCATION,

This experimental reader was developed as part of a curriculum project, described in VT 004 454, which produced and tested materials with eighth and ninth graders in school systems in several states. It is intended to help disadvantaged students learn basic principles and concepts of mechanics and to stimulate interest in reading. Illustrations and text explain how the Model T and Model A Ford operated. Topics include the carburetor, axles, driveshaft, universal joints, brakes, internal combustion engines, lubrication systems, and cooling systems. The processes and parts are illustrated by drawings. The material was adapted from publications of the Ford Motor Company and the 1900-1918 issues of the "Scientific American." Other related documents are VT 004 455 through VT 004 471. (EM)

VT 004 467 ED (See August 1968 RIE)
Transportation Today and Tomorrow.

Dailey, John T. * Neyman, Clinton A., Jr.
George Washington Univ., Washington, D.C. School of Educ.
BR-5-0061
Pub Date - Apr66
EDRS PRICE MF-$0.50 HC-$5.12 126p.

*TEXTBOOKS, *TRANSPORTATION, *READING, *MECHANICS (PROCESS), MOTOR VEHICLES, JUNIOR HIGH SCHOOLS, *PREVOCATIONAL EDUCATION,

This reading text was developed in a curriculum project, described in VT 004 454, along with other materials to stimulate reading about mechanical and technological topics and to teach basic vocational talents. The organizing theme of the text is transportation and power. Major portions of the book are devoted to pictures and easy-reading descriptions of contemporary American and foreign cars, contemporary private and military aircraft, spacecraft and rockets, and nuclear submarines and ships. Emphasis is placed on the mechanical specifications and features and the power source of each vehicle. Supplementary materials consist of four crossword puzzles built around names and ideas in the text. Other related documents are VT 004 455 through VT 004 471. (EM)

VT 004 468 ED (See August 1968 RIE)
Tools and Basic Machines.

George Washington Univ., Washington, D.C. School of Educ.
BR-5-0061
Pub Date - Apr66
EDRS PRICE MF-$0.50 HC-$4.52 111p.

*TEXTBOOKS, *HAND TOOLS, AGRICULTURAL MACHINERY, *MECHANICS (PROCESS), *READING, JUNIOR HIGH SCHOOLS, *PREVOCATIONAL EDUCATION, This basic reader is a part of an experimental curriculum development project described in VT 004 454, to develop and evaluate special new training materials to teach basic vocational talent skills to disadvantaged students which were tested on approximately 2,500 eighth and ninth graders in eight school systems across the nation. This reader was designed to provide information about basic principles, concepts, and applications of mechanics and technology. It contains illustrations and text for 36 hand tools, nine power tools, 10 fastening devices, eight basic machines, six tractors, and 19 pieces of farm tractor equipment. The material was adapted from military and manufacturers' publications. Other related documents are VT 004 455 through VT 004 471. (EM)

VT 004 469 ED (See August 1968 RIE)
Occupations for You, Part One.

Des Roches, Dean L.
George Washington Univ., Washington, D.C. School of Educ.
BR-5-0061
Pub Date - Dec65
EDRS PRICE MF-$0.75 HC-$6.84 169p.

*TEXTBOOKS, TRADE AND INDUSTRIAL EDUCATION, *OCCUPATIONAL GUIDANCE, *OCCUPATIONAL INFORMATION, JUNIOR HIGH SCHOOLS, *PREVOCATIONAL EDUCATION,

Developed as part of a curriculum project described in VT 004 454 to help young people learn basic principles and concepts of mechanics and technology, this book was designed to stimulate interest and answer questions about vocational choice, stimulate interest in reading, and provide content to relate to academic study. The materials developed in the project were tested on eighth and ninth graders in school systems in several states. For each of nine occupations in the building trades, nine occupations related to mechanical and electrical repair, and 11 other occupations ranging from gasoline service station attendant to printers, there is information about what they do, training and qualifications, earnings and working conditions, employment outlook, and where to get further information. The appendix contains a glossary, a table of hourly, weekly, and yearly wage equivalents, and a graph of average earnings in the occupations presented. The book is illustrated with photographs and line drawings. Other related documents are VT 004 454 through VT 004 471. (EM)

VT 004 470 ED (See August 1968 RIE)
Laboratory Training Exercises 1-10, Teacher and Student Manual. (Title Supplied).

George Washington Univ., Washington, D.C.
BR-5-0061
Pub Date - 66
EDRS PRICE MF-$0.50 HC-$2.96 72p.

*LABORATORY MANUALS, *TEACHING GUIDES, ANSWER KEYS, *VOCATIONAL APTITUDE, *MECHANICS (PROCESS), JUNIOR HIGH SCHOOLS, *PREVOCATIONAL EDUCATION,

Developed in a curriculum project, described in VT 004 454, to help young people learn basic principles and concepts of mechanics and technology, this manual provides teachers and students with instructions and questions relative to 10 laboratory exercises to develop an understanding of the operation of basic machines. Exercises cover (1) simple gears, (2) compound gears, (3) gear problems, (4) friction, (5) levers, (6) the wheel and axle, (7) belts, pulleys, and bevel gears, (8) the inclined plane, (9) the pulley, and (10) weigh determination. Laboratory exercises 11-18 are in VT 004 471. The teacher's material is on yellow pages, the student's on blue. Instructor suggestions, answers to problems and questions, a plan of procedure for each exercise, and equipment lists are included. This document is mimeographed and looseleaf. Other related documents are VT 004 455 through VT 004 471. (EM)

VT 004 471 ED (See August 1968 RIE)
Laboratory Training Exercises 11-18, Teacher and Students' Manual. (Title Supplied).

George Washington Univ., Washington, D.C.
BR-5-0061
Pub Date - 66
EDRS PRICE MF-$0.50 HC-$2.52 61p.

*LABORATORY MANUALS, *TEACHING GUIDES, ANSWER KEYS, *VOCATIONAL APTITUDE, *MECHANICS (PROCESS), JUNIOR HIGH SCHOOLS, *PREVOCATIONAL EDUCATION,

Developed as a part of a curriculum project, described in VT 004 454, to help young people learn basic principles and concepts of mechanics and technology, this manual provides teachers and students with instructions and questions relative to eight laboratory exercises to develop an understanding of the operation of basic magnetic and electrical principles. Exercises cover (11) magnetism, (12) magnet construction, (13) simple circuits, (14) series and parallel circuits, (15) three-way switches, (16) alternating and direct current, (17) a simple amplifier and radio, and (18) a simple radio transmitter. The first 10 exercises are in VT 004 470. Instructor suggestions, answers to problems and questions, a plan of procedure for each exercise, and equipment lists are included. The teacher's material is on yellow pages, the student's on blue. This document is mimeographed and looseleaf. Other related documents are VT 004 455 through VT 004 470. (EM)

OTHER RESOURCES SECTION

VT 005 421   ED (See August 1968 RIE)
Abstracts of Instructional Materials in Vocational and Technical Education, Spring 1968.

Ohio State Univ., Columbus. Center for Voc. Educ.
Pub Date -   68
EDRS PRICE MF-$0.75 HC-$7.96   197p.

*ANNOTATED BIBLIOGRAPHIES, *INSTRUCTIONAL MATERIALS, *VOCATIONAL EDUCATION, *TECHNICAL EDUCATION, BUSINESS EDUCATION, AGRICULTURAL EDUCATION, DISTRIBUTIVE EDUCATION, HEALTH OCCUPATIONS EDUCATION, HOME ECONOMICS EDUCATION, INDUSTRIAL ARTS, TRADE AND INDUSTRIAL EDUCATION, INDEXES (LOCATERS), CLEARINGHOUSES,

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections--agricultural, business and office, distributive, health occupations, home economics, industrial arts, trade and industrial, general vocational and technical education, and other resources. An author index, document number index, and subject indexes are provided. Of the 213 documents listed, 153 are available as a separate microfiche set from the ERIC Document Reproduction Service (VT 005 422). Others are available from the source identified in the abstract. This document is available for $2.75 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. The annual subscription rate is $9.00. (EL)

VT 005 422   ED (See August 1968 RIE)
Microfiche Collection of Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education, Spring 1968.

Ohio State Univ., Columbus. Center for Voc. Educ.
Pub Date -   68
EDRS PRICE MF-$54.00 HC-NOT AVAILABLE FROM EDRS   15,099p.

*INSTRUCTIONAL MATERIALS, *VOCATIONAL EDUCATION, *TECHNICAL EDUCATION, BUSINESS EDUCATION, AGRICULTURAL EDUCATION, DISTRIBUTIVE EDUCATION, HEALTH OCCUPATIONS EDUCATION, HOME ECONOMICS EDUCATION, INDUSTRIAL ARTS, TRADE AND INDUSTRIAL EDUCATION, INDEXES (LOCATERS), CLEARINGHOUSES,

Documents announced in the Spring 1968 issue (VT 005 421) of "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM), with minor exceptions, are included in this microfiche set. The microfiche set is arranged in the following sequence--(1) a Vocational Technical (VT) number index to documents in the microfiche collection, (2) a VT number list of 60 documents which were listed in AIM but are not in the microfiche collection, with a list of addresses from which these documents are available, (3) the author and subject index from AIM, and (4) the full text of documents listed in the VT number index. The texts are filmed continuously in VT number sequence. (BS)

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